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ABSTRACT

This compilation, one in a series of three publications for vocational program developers and others to use in planning and developing a community-based response to worker dislocation, describes various assessment resources, references, and technical assistance materials. Included in the volume are citations describing the following materials: instructional manuals and guides for service providers; instructional materials suitable for classroom use; catalogs and databases of materials and resources; materials appropriate for use by dislocated workers themselves; information for service providers; and assessment materials in such areas as achievement, aptitude and abilities, interests, screening, work values, work sample evaluation, and career development instruments. Each section supplies the reader with information regarding the title, source, purpose, and annotation of the material or resource. In some cases, price information and names of developers or authors are also given. (MN) (MN)

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ED241742

Research and Development Series No. 243C

# HELPING THE DISLOCATED WORKER: RESOURCES AND MATERIALS

Janie B. Connell
William L. Ashley

The National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

1984

U.S. DEPARTMENT OF EDUCATION
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## FOREWORD

Dislocated workers are unemployed because their jobs have been eliminated by economic, technological, or structural changes in American business and industry. Recent estimates place the number of dislocated workers between 1.5 and 2 million individuals.

The profile of the typical dislocated worker is that of a white male with considerable tenure, earning a high wage in a blue-collar job. The dislocated worker generally has been a union member, experienced stable employment, and worked in a manufacturing industry such as steel, automobile, rubber, textiles, or consumer goods. Because of the traditionally high wages and job security afforded by such industries, many of the workers have had little or no employment experience in other jobs and have acquired firm-specific skills that are not readily transferable to other occupations

Although the typical profile of a dislocated worker is that of an individual who has enjoyed a labor market advantage relative to other groups, those that are most severely affected by dislocation are often females and members of minority populations. Members of these groups have more recently made advances in their occupational positions, but due to their limited tenure, are among the first to be laid off during a reduction. And all dislocated workers, especially older individuals, who have been displaced because of plant closures, business failures, and mass layoffs are unlikely to find jobs or wages similar to their previous employment. These people often need special assistance in coping with and overcoming economic and personal problems related to their unemployment and in finding new jobs. In response to the recent increase in the number of plant closings and layoffs, state and local governments, employers, unions, community agencies, and educational institutions in many localities, have united to meet the challenge of helping thousands of currently unemployed workers prepare for, seek, and secure new jobs.

Some predictions suggest that, by the end of the decade, thousands of jobs may be eliminated or drastically changed by future advances in automation, communication, and computer technology. Such speculations raise serious concern about the future dislocation of significant numbers of currently employed workers.

Questions about the job security of many working adults suggest that the role of vocational educators and other service providers will have an increasing emphasis on assisting dislocated workers to prepare for and transfer into new occupations. The National Center for Research in Vocational Education has prepared three publications to facilitate the efforts of those who are, or will become, involved in planning and developing programs to aid dislocated workers in adjusting to future career changes. The publications are intended for vocational education and training program developers, counselors, job placement specialists, and other service providers. They present a sample of strategies and ideas for organizing and delivering services to dislocated workers. Additionally, information is provided about resources and materials available for use in assessing, counseling, and directing workers in job search and retraining activities.

The National Center wishes to thank the many individuals who served on the focus group that met several times to assist in planning and reviewing the publications. Special appreciation is expressed to Mary Ellen Cooper, former Associate Director, Employment and Education Commission of Franklin County, Ohio; Richard Steinkohl, Prevention and Marketing Specialist, North Central Mental Health Services and Institute, Columbus, Ohio; Richard Sheir, Research Assistant, Ohio Bureau of Employment Services; Ned Katterheinrich, Director of Counseling, Columbus Technical Institute, Columbus, Ohio, and Don Huey, former Human Resources Specialist, R. G. Barry Company, Columbus, Ohio, for their recommendations regarding content and format and their critique of the first draft of the publications. Our thanks are also extended to the many individuals who coordinated project staff site visits including Morton J. Baum, Special Assistant to the Director, and staff of the Mayor's Office of Manpower Resources, Baltimore, Maryland; Bob Finney, Right Associates, Alexandria, Virginia; Michael H. Maguire, Project Director, and staff of the Metropolitan Reemployment Project, St. Louis Community College, Missouri; James Holmberg and Geri Weiss, Program Coordinators, the Dislocated Workers Educational Training Program, Community College of Allegheny County, Pittsburgh, Pennsylvania; Tom Smith and Marie Nonnemacher, Program Specialist, State Department of Labor and Industry, Wilmington, Delaware.

In addition, thanks are extended to Thomas E. Backer, Senior Research Scientist, Human Interaction Research Institute, Los Angeles, California; Nolen M. Ellison, President, Cuyahoga Community College, Cleveland, Ohio; Gary B. Hansen, Professor of Economics and Director, Center for Productivity and Quality of Working Life, Utah State University, Logan, Utah; and Robert Kopecky, Director, Center for New Directions, Henry Ford Community College, Dearborn, Michigan, for their assistance in reviewing the publications and suggesting useful revisions. The preparation of the publications also benefited from the ideas and critique of National Center staff members Roy Butler, Kevin Hollenbeck, and Linda Lotto.

Appreciation is also expressed to Connie Faddis and Janet Kiplinger, editors, Judi McMahon, typist, and Beverly Haynes, word processor operator, for assistance in the preparation of the publications.

Special recognition is extended to William L. Ashley, Project Director, Gale L. Zahniser, Program Associate, and Janie B. Connell, Graduate Research Associate, for their roles in developing this product. Dr. Ashley's research background includes an emphasis on career change and occupational adaptability and training and development in vocational education. Ms. Zahniser's background includes applied research in labor market information, and economic development planning and international human resource planning. Dr. Connell has had experience administering and coordinating programs in vocational education for disadvantaged and handicapped individuals and has assisted in research on the effects of career guidance.

Robert E. Taylor
Executive Director
The National Center for Research
in Vocational Education

## EXECUTIVE SUMMARY

Future economic conditions and technological changes are likely to increase the numbers of adult workers who will face the problem of job dislocation or skill obsolescence during their work lives.

In response to the current and future problems encountered by dislocated workers, the National Center for Research in Vocational Education prepared three publications to assist vocational program developers and others in providing a range of helpful services. The information, ideas, practices, and strategies presented in the publications were abstracted from many different sources. This material illustrates the diversity and practicality of approaches that have been implemented in various communities to address the particular needs and circumstances of dislocated workers.

Job search, placement, and retraining often are important elements of community sponsored reemployment programs for dislocated workers. Recognizing that such services should be based on a careful assessment of client needs, interests, abilities, and skills, the project had three major foci:

- Information on community responses to worker dislocation was synthesized into a description of a generic approach to planning a community-based program for dislocated workers.
- A sample of locally developed programs that are serving the needs of dislocated workers were identified and described.
- Available materials and resources that can be used in client assessment and job search training were identified and described.

This publication presents a compilation of assessment resources, references, and technical assistance materials to be used by those working directly with dislocated workers. Computerized literature searches, specialized bibliographies, and advice from program practitioners provided the information that was amassed for this publication. Citations and brief annotations are provided for six categories of information: instructional manuals and guides for service providers, and assessment materials. The citations generally relate to helping the dislocated workers become reemployed by developing a firmer awareness of their transferable skills and employment potential. Additionally, materials are included that assist the workers in strengthening their job search abilities, networking capacities, and job interviewing skills. Each citation provides the reader with information regarding the title, source, purpose, and brief description of the content. Also, as available, data about pricing, developers, authors, and publishers were included.

# RESOURCES AND MATERIALS

## Introduction

This publication provides a listing of selected resources and materials available for serving the needs of dislocated workers. Career/job counseling, employability and job search, and assessment resources and materials are presented. Additionally, other references and sources are cited that do not fall precisely into the three aforementioned categories, but could be useful to the implementers of a dislocated worker assistance program.

Procedures utilized to locate these resources and materials included systematic computer searches, consultation of related bibliographies, and advice from practitioners serving the needs of displaced workers.

Resources and materials were selected on the basis of their relevance to the needs and characteristics of displaced workers. Their primary need is to become reemployed. To assist in this process, assessment of interests, aptitudes, work values, and abilities is beneficial when combined with appropriate counseling services. Review of the literature revealed that a second major need of the dislocated worker was knowledge of job search skills. Finally, dislocated workers often exhibit behaviors detrimental to the accomplishment of successful reemployment. Examples of these behaviors are substance abuse, child abuse, marital problems, depression, alienation, and lack of confidence and motivation. For these problems, specialized professional help is often required and referral to the appropriate agency is considered the best procedure.

The citations are arranged according to the type of user. That is, materials and resources primarily usable by the deliverers of programs to serve dislocated workers are separated from those materials appropriate for use by the dislocated workers themselves. Further breakdown according to the purpose of the materials and resources was also done. The final arrangement is as follows.

1. Instructional manuals and guides for service providers
2. Instructional materials suitable for classroom use
3. Catalogs and databases of materials and resources
4. Material appropriate for use by dislocated workers themselves
5. Information for service providers
6. Assessment materials
    a. Achievement
    b. Aptitudes and abilities

c. Interests
d. Test orientation/screening
e. Work values
f. Interests and skills measurement/work sample evaluation
g. Career development/maturity instruments

The citations supply the reader with information regarding the title, source, purpose, and annotation of the material or resource. In some cases, price information and developers or authors were also given.

For some citations, price information is given according to ERIC Document Reproduction Service (EDRS) codes listed below.

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**Instructional Manuals and Guides for Deliverers**

This group of materials and resources consists of manuals and guides for use by those people who work with dislocated workers. Frequently, these materials and resources offer explanations and advice about how to present information to an individual dislocated worker or to a group of dislocated workers. Some of these resources serve as guides to accompany training programs in areas such as employability skills and include such topics as how to write a resume, how to act during an interview, or how to write cover letters for applications.

---

**Title:** *A Career Decision-making Handbook for Adult Basic Education Teachers*

**Authors:** Joseph C. Burton and Patsy Wilson

**Source:** Huntsville City Schools
Huntsville, AL

**EDRS Price:** MF01/PC03 plus postage

**Purpose:** To explain in detail the adult career decision-making processes and provide an example of a career decision-making chart. Also included are the following: lists of materials; an annotated bibliography covering occupational information, job search, and study guides for job entry; local community resources; and an annotated list of tests useful in counseling adult learners.

**Reference:** ERIC: ED 115742

---

**Title:** *A Curriculum Guide for Pre-employment Skills*

**Developer:** Jonesburg Public School District 13
McHenry, IL

**EDRS Price:** MF01/PC09 plus postage

**Purpose:** To provide a program for teaching preemployment job-seeking skills.

**Reference:** ERIC: ED 208192

---

**Title:** *A Training Manual to Facilitate the Job-seeking Process*

**Developer:** Edward J. Heck and James M. O'Neil

**Source:** University of Kansas
Counseling Center
Lawrence, KS

**EDRS Price:** MF01/PC02 plus postage

**Purpose:** A manual to train students to prepare for the job interview. Objectives include writing letters of introduction, vitae, and resumes; becoming aware of different interview strategies; preparing for the actual job interview; learning to improve one's skills after the interview.

**Reference:** ERIC: ED 217322

---

**Title:** *Employability Skills Workshop Packet*. Special Section 310 Project, July 1, 1980 - June 30, 1981

**Developer:** Tina M. Tabler

**Source:** Centre County Vocational-Technical School
Pleasant Gap, PA

**EDRS Price:** MF01/PC02 plus postage

**Purpose:** A teaching guide to assist teachers and counselors of adult basic education and graduate equivalent degree students to conduct practical individualized and small group workshops on looking for a job.

**Reference:** ERIC: ED 212821

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**Title:** *Finding Your Best Job: An Instructional Guide for Job-Seeking Skills*. S.P.A.C.E. Student Placement and Counseling Effort

**Authors:** Fred D. Krusemark, Jr., and Gary W. Leske

**Source:** Minnesota Research Coordinating Unit for Vocational Education
University of Minnesota
Minneapolis, MN

**EDRS Price:** MF01. Not available in hard copy.

**Purpose:** To provide an instructional guide to present a comprehensive job-seeking model that uses an open-ended approach to teaching job-seeking skills. The following job-seeking stages are covered:

1. Deciding on the job to seek
2. Preparing and using a personal data sheet
3. Searching for job opportunities
4. Applying for jobs
5. Deciding on a job offer

**Reference:** ERIC: ED 167819

---

**Title:** *Handbook for Job Search/Vocational Placement*

**Authors:** Welcome A. Rumbaugh and others

**Source:** Sandy Union High School
Sandy Union, OR

**EDRS Price:** MF01/PC06 plus postage

**Purpose:** To provide secondary school and two-year college personnel engaged in placement work, career education, and guidance with a manual for job search and placement concepts.

**Reference:** ERIC: ED 193454

---

**Title:** *How Women Find Jobs: A Guide for Workshop Leaders*

**Developer:** Vera Norwood

**Source:** New Mexico State Commission on the Status of Women
Albuquerque, NM

**EDRS Price:** MF01 plus postage. Paper copy not available from EDRS. Paper copy available from:

EDC/WEEAP Distribution Center
39 Chapel Street
Newton, MA 02160
Price $5.50

**Purpose:** To provide administration and teaching materials for use in organizing and conducting workshops intended to provide job finding techniques and emotional support for women entering and reentering the work force.

**Reference:** ERIC: ED 185319

---

**Title:** *Job Hunter's Guidebook Workshop Program*. Instructor's Manual

**Developer:** Vermont State Department of Education
Montpelier, VT

**EDRS Price:** MF01/PC03 plus postage

**Purpose:** To provide adult education instructors/supervisors with a manual to bring adult education courses into a career focus by providing a group guidance program. Through homework assignments and exercises, the program covers topics including resumes and cover letters, how to find "hidden" jobs, how to conduct a search, and how to handle interviews.

**Reference:** ERIC: ED 178681

---

**Title:** *Job Readiness Workshop: A Resource Manual for Instructing Adult Job Seekers in the Job Search Process*. Special Paper no. 20

**Developer:** J. Frank Bobbitt and Jim Booth

**Source:** Michigan State University
Center for Rural Manpower and Public Affairs
East Lansing, MI

**EDRS Price:** MF01/PC02 plus postage

**Purpose:** To offer improved methods of finding employment. (Designed as a resource unit, not as a teaching plan).

**Reference:** ERIC: ED 117546

---

**Title:** *Job Search Skills Program Guide*

**Developer:** National Center for Research in Vocational Education
The Ohio State University
Columbus, OH 43210

**EDRS Price:** MF01/PC01 plus postage

**Purpose:** To explain the concept of job search skills and the importance employers place on these skills.

**Reference:** ERIC: ED 214024

---

**Title:** *Job Search Skills Instructor Guide*

**Developer:** Bettina Lankard and others
National Center for Research in Vocational Education
The Ohio State University
Columbus, OH 43210

**EDRS Price:** MF01/PC01 plus postage

**Purpose:** To provide instructor of the Job Search Skills package with the training program. Includes information on its contents, use, instructor role, and ways to supplement the program.

**Reference:** ERIC: ED 214023

---

**Title:** *Methods and Materials for Teaching Occupational Survival Skills*

**Developer:** Division of Business Education

**Source:** Department of Vocational and Technical Education
University of Illinois at Urbana-Champaign
Urbana, IL

**Purpose:** A complete performance-based modularized instructional program designed for a variety of settings such as office occupation classes, experience, and career exploration programs. Materials may be ordered from:

Dr. Gene Miller
Curriculum Publications Clearinghouse
Western Illinois University
76B Horrabin Hall
Macomb, IL 61455

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**Title:** *Occupational Assessment Handbook*

**Author:** John P. Grisafe

**EDRS Price:** MF01/PC03 plus postage

**Purpose:** A handbook containing suggested guidelines for planning and implementing an occupational assessment program and an overview of fifty-one occupational assessment instruments.

**Reference:** ERIC: ED 187879

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**Title:** *Steps to Success*. Student Job Readiness Manual. Revised

**Developer:** Memphis City School System
Memphis, TN

**EDRS Price:** MF01/PC06 plus postage

**Purpose:** To help students gain occupational knowledge to find employment, progress on the job, and manage their resources successfully.

**Reference:** ERIC: ED 203039

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**Title:** *Survival Skills for the Real World*

**Developer:** Marian Smith and others
Oklahoma State Department of Education
Oklahoma City, OK

**EDRS Price:** MF01/PC08 plus postage

**Purpose:** To provide teaching suggestions and activity sheets in ten areas of personal and family management including: locating available jobs, job application, job interviews, choosing a job, skills employers look for, investigating job requirements, money management, responsibilities of car ownership, starting out on one's own, and responsibilities as a taxpayer.

**Reference:** ERIC: ED 204616

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**Title:** *Teaching Career/Life Planning: An In-Service Training Module for Teaching Effective Career/Life Planning Skills*

**Developer:** Susan W. Miller
Los Angeles Community College District
Los Angeles, CA

**EDRS Price:** MF01/PC02 plus postage

**Purpose:** A workbook to provide an inservice training module to assist community college educators and counselors in teaching effective planning skills for successful job hunting and employment. It provides a rationale for career/life planning and discusses the terminology and processes involved in establishing life goals and designing strategies to achieve them. Exercises for organizing internal/personal data are given. External sources of career information and methods to help students organize information and achieve their goals are discussed.

**Reference:** ERIC: ED 183233

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**Title:** "Teaching the Job Search: Yet Another Approach"

**Author:** Pamela S. Rooney

**Source:** *ARCA Bulletin* 45, No. 1 (March 1982): 34-35. Reprint available from University Microfilms Incorporated.

**Purpose:** To offer guidelines for class instruction in job search strategies, for researching the chosen occupation, interviewing, constructing the resume, and preparing the application package.

**Reference:** ERIC: ED 261346

---

**Title:** *The Career Shopper's Guide: A Development Plan Manual for an Employment Resource and Training Service*

**Developer:** Women's Center of Dallas
Dallas, TX

**EDRS Price:** MF01/PC16 plus postage. Also available from:

WEEA Publishing Center
Education Development Center
55 Chapel Street
Newton, MA 02160
($13.00)

---

**Title:** *Workshop Leader's Guide for Finding a New Job with Skills You Already Have*

**Developer:** State of California
Employment Development Department
Job Service

**Purpose:** To provide a general guide for workshop leaders conducting skills analysis-skills transference workshops using the Employment Development Department publication *Finding a New Job with Skills You Already Have*.

**Reference:** See developer above

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**Title:** *Your Job Search, Instructor's Guide*. Employability Series

**Developer:** Orami Kromhout and Linda W. Morse
Career Education Center
Florida State University
Tallahassee, FL

**EDRS Price:** MF01/PC02 plus postage

**Purpose:** To accompany the student booklet/unit on job searches in the Employability Skills series (ED 212784).

**Reference:** ERIC: ED 212785

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**Instructional Materials Suitable for Classroom Use**

The materials and resources in this category are usable in a classroom setting. This is not to imply that the setting is limited to a formal schoolroom; on the contrary, the setting could be in the boardroom of an industry, in a union hall, in a Sunday school room, a dining hall, or an auditorium.

These citations feature materials that are best presented by a person knowledgeable about their contents and capable of presenting them to a group of learners.

Formal teaching experience is not a prerequisite. Deliverers could be teachers, but other capable professionals such as shop supervisors, union representatives, local ministers, employment counselors, mental health personnel, and other willing volunteers should not be excluded as potential "teachers."

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**Title:** *Agencies and Sources for Finding a Job*. Cooperative Work Experience Learning Activity Packet: Series One
Job Entry and Adjustment: Packet One

**Author:** Dennis R. Herschback and others

**Source:** University of Maryland
Dept. of Industrial Education
College Park, MD

**EDRS Price:** MF01 plus postage. Paper copy not available for EDRS.

**Purpose:** This student booklet focuses on the following sources and agencies that may provide assistance in finding a job: schools, family and friends, newspapers, the Yellow Pages, and employment agencies (public and government, privately supported, and commercial).

**Reference:** ERIC: ED 154224

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**Title:** *Apply for Jobs*. Job Search. Competency 3.0

**Developer:** National Center for Research in Vocational Education
The Ohio State University
Columbus, OH 43210

**EDRS Price:** MF01/PC02 plus postage

**Purpose:** To provide instruction on these tasks: filling out applications and presenting applications.

**Reference:** ERIC: ED 214027

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**Title:** "Assertiveness Training for Job-seeking Skills"

**Author:** Patricia G. Ball and Mary Ellen McLoughlin

**Source:** *Tennessee Education* 7, no. 1 (Spring 1977): 5-15.

**Purpose:** To provide skill development in initiating the job search; arranging actual interviews; preparing a resume; articulating strengths, weaknesses, and career objectives; responding assertively in interviews; asking appropriate questions; accepting or rejecting job offers; confronting discrimination; negotiating salary and contracts; and managing anxiety and nervousness.

**Reference:** ERIC: EJ 162846

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**Title:** *Career Improvement and Satisfaction: Initiating a Positive Self-Perspective*

**Author:** Harry G. Miller and John B. Holden

**Source:** Southern Illinois University
Carbondale, IL

**EDRS Price:** MF01/PC02 plus postage

**Purpose:** To provide a self-instructional program of learning activities designed for classroom use with both employed and job-seeking adult basic and general adult education students. A series of self-analysis checklists and work sheets focus on job satisfaction, job productivity, work attitudes, positive self-attitude, and job objectives/career goals.

**Reference:** ERIC: ED 114668

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**Title:** *A Competency-based Course in Job-seeking and Job Survival Skills*

**Developer:** Fred Heffner and others
Reading Area Community College
Reading, PA

**EDRS Price:** MF01/PC10 plus postage

**Purpose:** To provide the trainee with job-seeking and job survival skills.

**Reference:** ERIC: ED 193519

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**Title:** *Finding A Job*. Resumes. Pre-apprenticeship Phase I Training

**Developer:** Lane Community College
Eugene, OR

**EDRS Price:** MF01/PC01 plus postage

**Purpose:** To provide a self-paced student training module for writing resumes.

**Reference:** ERIC: ED 217266

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**Title:** *Handle the Job Offer*. Job Search. Competency 5.0

**Developer:** National Center for Research in Vocational Education
The Ohio State University
Columbus, OH 43210

**EDRS Price:** MF01/PC01 plus postage

**Purpose:** To provide instruction on these tasks: finding out information about the job and company; negotiating for the job.

**Reference:** ERIC: ED 214029

---

**Title:** *Interview for the Job*. Job Search. Competency 4.0

**Developer:** National Center for Research in Vocational Education
The Ohio State University
Columbus, OH 43210

**EDRS Price:** MF01/PC03 plus postage

**Purpose:** To provide instruction in the following tasks: preparing for the interview, handling the interview, and following up on the interview.

**Reference:** ERIC: ED 214028

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**Title:** *Job Search, Seizure, Survival*

**Source:** McKnight Publishing Co., 1978

**Purpose:** To provide a practical text-workbook to help students increase their ability to find, obtain, and hold a job. It is considered to be appropriate for all vocationally oriented courses from grades nine through adult education. It can be presented in fifteen to twenty-two instructional hours as outlined in the comprehensive teacher's guide.

**Price:** Text-Workbook-$1.95;
Teacher's Guide-$3.98.

**Reference:** Blank, J. C. and others. *Career Guidance Resources: A Handbook of Resource Abstracts K-14 1978 update*. Columbus, OH: National Center for Research in Vocational Education, R&D Series #157, 1979.

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**Title:** *My Job Application File*. Third Edition

**Author:** Charles Kahn and others

**Source:** Available from:

Janus Book Publishers
2501 Industrial Parkway, W.
Hayward, CA 94545
($2.25 ea. $46.85 for the set)

**EDRS Price:** MF01 plus postage. Paper copy not available from EDRS.

**Purpose:** To provide exercises to aid students in completing job applications. Sample job applications are included.

**Reference:** ERIC: ED 183906

---

**Title:** *Occupational Knowledge*. DECIDE

**Authors:** Ruth E. Huffman and others

**EDRS Price:** MF01/PC05 plus postage

**Purpose:** This module provides student activity/task packets on the following topics: employment information, testing, and counseling, occupational categories, employment agencies; job applications and interviews, job behaviors and attitudes; financial and legal information; job satisfaction; services for the unemployed; and planning for retirement.

**Reference:** ERIC: ED 201726

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**Title:** *Prepare for the Job Search*. Job Search. Competency 1.0

**Developer:** National Center for Research in Vocational Education
The Ohio State University
Columbus, OH 43210

**EDRS Price:** MF01/PC04 plus postage

**Purpose:** To provide individualized, competency-based instruction on tasks related to job search. Included are the following tasks: choose a job and prepare for employment, compile information for application and/or resume, and prepare resume.

**Reference:** ERIC: ED 214025

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**Title:** *The Professional Job Changing System*

**Author:** R. Janeson

**Source:** Performance Dynamics, Inc.

**Purpose:** To provide a systems approach for the person seeking a new position.

**Reference:** Virginia Vocational Guidance Programs.
*Resource Guide: Vocational Counseling for Adults*.
Blacksburg, VA: Virginia Tech, 1982

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**Title:** *Resume Writing: A Comprehensive How-to-Do-It Guide*

**Developer:** Burdette E. Bostwick

**EDRS Price:** Not available from EDRS. Available from:

John Wiley & Sons, Publishers
605 Third Avenue
New York, NY 10016
$10.50 cloth

**Purpose:** To provide a comprehensive, step-by-step approach to writing an effective resume.

**Reference:** ERIC: ED 139035

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**Title:** *Search for Available Jobs*. Job Search. Competency 2.0

**Developer:** National Center for Research in Vocational Education
The Ohio State University
Columbus, OH 43210

**EDRS Price:** MF01/PC02 plus postage

**Purpose:** To provide instruction on these tasks: identifying potential employers, deciding which employers to contact first, and following job leads.

**Reference:** ERIC: ED 214026

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**Title:** *Semi-Skilled Kit*

**Source:** Careers, Inc.

**Purpose:** To provide an alphabetically arranged 6" x 9" x 4" kit of briefs, summaries, and job guides that describe over 150 semiskilled and unskilled occupations that require little or no formal training beyond high school. This material is specifically designed for use by vocational/industrial arts teachers, guidance counselors, librarians, vocational rehabilitation counselors, and adult education instructors.

**Price:** $55.00

**Reference:** Blank, J. C., and others. *Career Guidance Resources: A Handbook of Resource Abstracts K-14 1978 Update*. Columbus, OH: National Center for Research in Vocational Education, R&D Series #157, 1979.

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**Title:** "Teaching the Job Search: Yet Another Approach"

**Author:** P. S. Rooney

**Source:** *ABCA Bulletin* 45, no. 1 (March 1982): 34-35.

**Purpose:** To discuss how to interpret advertisements and job descriptions. To provide a framework to formalize clear, concrete, and realistic career objectives and goals. The packaged unit covers the letter of application, resume, and follow-up letter.

**Reference:** Management Contents 210084

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**Title:** *Your Job Search*. Revised. Employability Skills Series

**Developer:** Ora M. Kromhout, and Linda W. Morse
Career Education Center
Florida State University
Tallahassee, FL

**EDRS Price:** MF01/PC03 plus postage

**Purpose:** To teach secondary students and adults the skills involved in getting and keeping a job.

**Reference:** ERIC: ED 212784

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**Title:** *You're Hired! Your Employment Preparation Guide*

**Source:** Classroom World Productions, Inc., 1974

**Purpose:** Included in this career education resource kit are a filmstrip-cassette presentation, ten student workbooks, and an instructor's brochure. Its purpose is to help students from grade ten and onward to maximize their individual job opportunities. Topics included are as follows: completing personal data sheets and resumes, writing letters of application; completing application forms, reacting properly in an interview. Materials are appropriate for classroom or individual instruction, or as a combination.

**Price:** $39.50; Additional student books, $19.50 per dozen

**Reference:** Blank, J. C., and others. *Career Guidance Resources: A Handbook of Resource Abstracts K-14 1978 Update*. Columbus, OH: National Center for Research in Vocational Education, R&D Series #157, 1979.

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**Catalogs and Databases of Materials and Resources**

Three databases were utilized to locate materials related to serving displaced workers. Each of them is discussed in turn.

Educational Resources Information Center (ERIC) is a national information system for providing access to the literature of education. It consists of a network of decentralized information centers that specialize in different, multidisciplinary educational areas. Of these ERIC clearinghouses, the four that would be most likely to have information useful to those serving the needs of displaced workers are listed below.

- ERIC Clearinghouse on Adult, Career, and Vocational Education
  The National Center for Research in Vocational Education
  The Ohio State University
  1960 Kenny Road
  Columbus, OH 43210
  Telephone: (614) 486-3655

- ERIC Clearinghouse on Counseling and Personnel Services
  University of Michigan
  2108 School of Education Building
  Ann Arbor, MI 48109
  Telephone: (313) 764-9492

- ERIC Clearinghouse on Junior Colleges
  University of California
  96 Powell Library Building
  Los Angeles, CA 90924
  Telephone: (213) 825-3931

- ERIC Clearinghouse on Tests, Measurement, and Evaluation
  Educational Testing Service
  Rosendale Road
  Princeton, NJ 08540
  Telephone: (609) 921-9000 ext. 2176

*The Current Index to Journals in Education* (CIJE) is published for the Educational Resources Information Center (ERIC) under a contract with the National Institute of Education. The ERIC clearinghouses provide the input to CIJE, which indexes and annotates 780 educational journals each year, and to *Resources in Education* (RIE), the monthly index to educational technical reports, speeches, and books.

Two other databases were utilized in this study. These were the SOCIAL SCISEARCH and MANAGEMENT CONTENTS databases. Each of these is briefly described here.

The SOCIAL SCISEARCH database is an international multidisciplinary index to the literature of the social, behavioral, and related sciences. This database is prepared by the Institute for Scien-

tific Information. SOCIAL SCISEARCH indexes all significant items (articles, reports of meeting, letters, editorials, correction notices, etc.) from the more than fifteen hundred most important worldwide social sciences journals. Additional articles relevant to the social sciences are selected from over twenty-four hundred journals in the natural, physical, and biomedical sciences.

MANAGEMENT CONTENTS is a database that provides current and retrospective information on the variety of business and management-related topics. It features comprehensive coverage of all aspects of management and administration. This database was created to aid decision making and forecasting for individuals in business, consulting firms, educational institutions, government agencies, and libraries. It provides access to approximately five hundred United States and foreign English-language journals, proceedings, transactions, books, and courses.

In addition to these databases, the reader will note that several catalogs are also provided.

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**Title:** *The Complete Job Search Catalog*

**Source:** JIST Works, Inc.
150 East 14th Street
Indianapolis, IN 46202

**Purpose:** To provide a catalog of career assessments, exploration, and other materials of relevance to job information and seeking training.

**Reference:** JIST Works, Inc.
150 East 14th Street
Indianapolis, IN 46202

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**Title:** *1980-81 Catalog of Occupational Courses*

**Source:** Aerospace Education Foundation
1750 Pennsylvania Avenue, NW
Washington, DC 20006

**Purpose:** To describe fifty-eight complete training systems in the following fields: air conditioning, automotive mechanics, communication arts, computer science, construction control, metal trades, meteorology, paramedicine and health care, food service, firefighting, fabric repair, and refrigeration.

**Reference:** Aerospace Education Foundation
1750 Pennsylvania Avenue, NW
Washington, DC 20006

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**Title:** *Resources for Business and Industry*

**Source:** The Psychological Corporation
757 Third Avenue
New York, NY 10017

**Purpose:** A catalog to describe tests, related materials, and services offered by The Psychological Corporation for the use of business and industry.

**Reference:** The Psychological Corporation
757 Third Avenue
New York, NY 10017

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**Title:** *Vocational Education Curriculum Materials (VECM) Database*

**Source:** The National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210
Attention: Shirley A. Chase, Ph.D

**Purpose:** To provide a comprehensive, centralized, computerized database of information on curriculum materials related to vocational and technical education.

**Reference:** Shirley A. Chase, Ph.D.
The National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210

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**Materials Appropriate for Use by Dislocated Workers**

The materials and resources in this section are considered self-help and supportive works designed to be read on one's own, in contrast to those designed for use in a classroom situation. Deliverers of services for dislocated workers could acquire these or similar publications for their career development resource libraries. Then, as dislocated workers demonstrated a need for a particular topic, the deliverer could recommend the appropriate publication. Later, the dislocated worker and the deliverer of services could discuss the material.

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**Title:** *The Career Game*

**Author:** C. Moore

**Source:** Ballantine Books
New York, NY
1976

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**Title:** *Careers Today*

**Authors:** G. R. Howes, R. Hawes, and C. Fleming

**Source:** Taplinger Publishing Company
New York, NY

**Purpose:** To acquaint the reader with career opportunity areas, career entry, career change at mid-life, and career alternatives during retirement years. The book also highlights different career areas in terms of job prospects, basic features, training, and where to obtain information.

**Reference:** Virginia Vocational Guidance Programs. *Resource Guide: Vocational Counseling for Adults*. Blacksburg, VA: Virginia Tech, 1982.

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**Title:** "Conflict in Job-Seeking Behavior"

**Author:** Nancy D. Stevens

**Source:** *Journal of College Placement* 37, no. 4 (Summer 1977): pp. 28-32.

**Purpose:** This article points out that for some students their own behavior in the jobhunt is the major obstacle that prevents them from being placed.

**Reference:** ERIC: EJ 160176

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**Title:** "Employer Preferences for the Form and Substance of Employment Application Cover Letters"

**Authors:** David B. Stephens and others

**Source:** *Journal of Employment Counseling* 16, no. 4 (December 1979): 238-243. Reprint available from University Microfilms International.

**Purpose:** To point out that employers prefer short, error-free, grammatically correct cover letters. They view the "hard sell" approach in a negative way.

**Reference:** ERIC: EJ 236307

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**Title:** *Employment and Training Highlights*

U.S. Department of Labor, Employment, and Training Administration, Consumer Information Leaflets

**Purpose:** To provide a compilation of twenty-two fact sheets on employment and training programs of the U.S. Department of Labor. Descriptions are given regarding how the programs work, who are served, how to apply, and where to find additional information.

**Reference:** Garner, G. O. and Shutte, F. J. *Capacity Building for Employment and Training: Career Guidance, Counseling, and Information Services: A Self-Assessment and Technical Assistance Manual*. Washington, DC: National Vocational Guidance Association, 1981.

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**Title:** *Finding a New Job with Skills You Already Have*

**Developer:** State of California
Employment Development Department Job Service

**Purpose:** To provide a do-it-yourself guide to analyzing your skills and using them to find a new job or start a new career.

**Reference:** See *Developer* above

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**Title:** *Getting a Job*

**Author:** M. Granovetter

**Source:** Harvard University Press
Cambridge, MA
1974

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**Title:** *Guerilla Tactics in the Job Market*

**Author:** Tom Jackson

**Source:** Bantam Books
New York

**Purpose:** To provide an overview of the job research/job search process. The book presents a balance of research data, practical examples, and sources of additional information. Specific things to be done are outlined. Some tasks are designed to increase self-knowledge. Next, the reader probes the economy for a job that best matches skills, needs, and temperament. Regarding the actual job hunt, Jackson suggests that the job hunter determine who has the power to hire, communicate one's skills to that

person, and stress the problems that one can solve. Finally, Jackson discusses factors which make an interview either a success or a failure.

**Reference:** *Self-Directed Job Search: An Introduction*. Washington, DC: U.S. Department of Labor, Employment and Training Administration, 1980.

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**Title:** *Go Hire Yourself an Employer*

**Author:** R. K. Irish

**Source:** Anchor Books
Garden City, NY

**Purpose:** To stress what the individual can do for the employer rather than what the employer can do for the prospective employee. Methods of interviewing for information are outlined.

**Reference:** Virginia Vocational Guidance Programs. *Resource Guide: Vocational Counseling for Adults*. Blacksburg, VA: Virginia Tech, 1982.

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**Title:** *Help Wanted—A Job Hunter's Guide*

**Source:** U.S. Department of Health and Human Services
National Institute on Drug Abuse, 1975
GPO Stock No. 014-010-00022-3

**Purpose:** To provide step-by-step instructions on looking for a job.

**Reference:** Garner, G. O. and Shutte, P. J. *Capacity Building for Employment and Training: Services: A Self-Assessment and Technical Assistance Manual*. Washington, DC: National Vocational Guidance Association, 1981.

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**Title:** *The Hidden Job Market*

**Author:** T. Jackson and D. Mayleas

**Source:** Quadrange/The New York Times Book Company
New York, NY

**Purpose:** To provide an innovative proven system to show the reader how to determine career objectives, how to get to see the right people, how to prepare a hard-hitting resume, and how to control the interview. To assist the reader to select an appropriate job, the system assists the readers to assess themselves thoroughly and realistically.

**Reference:** Virginia Vocational Guidance Programs. *Resource Guide: Vocational Counseling for Adults*. Blacksburg, VA: Virginia Tech, 1982.

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**Title:** *How About a Check-up on Your Job Search Campaign: Are You in Good Shape?*

**Developer:** Charles Allen Prosser
Vocational Center
New Albany, IN

**EDRS Price:** MF01/PC02 plus postage

**Purpose:** To provide guidelines for successful job seeking. The following topics are covered: sources of employment information, self-evaluation, resume writing, forms, predicting job success, and changing jobs.

**Reference:** ERIC: ED 118762

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**Title:** *How to Beat the Employment Game*

**Author:** David Noer

**Source:** Chilton Book Company
Radnor, PA

**Purpose:** To provide an explanation of some of the anomalies and inconsistencies encountered during a job search. Resumes and interviews are discussed. Comments are particularly useful for the job seeker aiming for a job in private industry rather than the public sector.

**Reference:** *Self-Directed Job Search: An Introduction.* Washington, DC: U.S. Department of Labor, Employment and Training Administration, 1980.

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**Title:** *How to Get a Job. It's Your Move*

**Developer:** Ohio State Bureau of Employment Services
Columbus, OH

**EDRS Price:** MF01/PC02 plus postage. Also available from:

Ohio Bureau of Employment Services
145 South Front Street
Columbus, OH 43216

**Purpose:** To provide help to job seekers in identifying possible choices, how and where to look for a job, how to apply for the job, and tips for evaluating a job search plan.

**Reference:** ERIC: ED 152976

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**Title:** *How To Make a Habit of Success*

**Author:** Bernard Haldane

**Source:** Acropolis Books
Washington, DC

**Purpose:** To stress the guiding principle that one will only find the right job by concentrating on his/her successes. The author maintains that by analyzing achievement, one comes to know oneself. Haldane asserts that ability security (possessed, realized, and effectively communicated) rather than job security, is what counts.

**Reference:** *Self-Directed Job Search: An Introduction.* Washington, DC: Employment and Training Administration, U.S. Department of Labor, 1980.

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**Title:** *How to Make Your Job Search Successful*

**Developer:** Beth Wray

**EDRS Price:** MF01/PC01 plus postage

**Purpose:** To present information on job search tips, a letter of introduction, the resume, the interview, the follow-up, and accepting a job offer.

**Reference:** ERIC: ED 158158

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**Title:** "The Interview—'Final Exam'"

**Author:** Michael B. Mason

**Source:** *Clearing House* 52, no. 9 (May 1979): 44-46.

**Purpose:** To give guidelines to the job seeker on preparation for and proper conduct during a job interview. Suggestions are made to help students prepare for the interview experience.

**Reference:** ERIC: EJ 202544

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**Title:** "Introducing Job Hunting Techniques"

**Author:** Bella G. Clinkscale

**Source:** *Journal of Business Education* 53, no. 3 (December 1977): 126-127. Reprint available from University Microfilms International

**Purpose:** To describe independent search techniques and various types of private and public employment agencies that can be used to find jobs or job leads.

**Reference:** ERIC: EJ 17148

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**Title:** *Job Hunting after Forty*

**Author:** Lou Albee

**Source:** Arco Publishing Company
New York

**Purpose:** To provide a book which communicates to the job-hunter over forty the feel of the frustrations, family problems, and employment pitfalls. Albee also provides useful comments on dealing with the loneliness of job hunting. The book contains a detailed, positive discussion of how to get the entire family involved in the job hunt. Other topics discussed include how to "read" an interviewer, the dangers of being offered a position that the employer knows will disappear in a coming merger, and the particular problems of reporting to someone considerably younger than oneself.

**Reference:** *Self-Directed Job Search: An Introduction*. Washington, DC: Employment and Training Administration. U.S. Department of Labor, 1980.

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**Title:** "Job Search Techniques: Emphasis on Mid-Career Change"

**Author:** Michele Stimac

**Source:** Paper presented at the sixteenth Annual Conference of the National Association of Women Deans, Administrators, and Counselors, New Orleans, Louisiana, 18-21 March 1976.

**EDRS Price:** MF01/PC01 plus postage

**Purpose:** To provide an autobiographical analysis of a successful job search in midcareer. The paper provides practical suggestions and identifies four ingredients of an effective job search strategy as follows: being organized, identifying personal skills, holding positive self-concepts, and initiating contacts to fit each potential job situation.

**Reference:** ERIC: ED 136106

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**Title:** *Merchandising Your Job Talents* (Rev. ed.)

**Developer:** Employment and Training Administration (DOL)
Washington, DC

**EDRS Price:** MF01/PC02 plus postage. Also available from:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
(Stock No. 029-000-00304-D)

**Purpose:** To serve as a guide for job applicants. It offers suggestions on the following topics: how to perform a self-appraisal and where to find out about job qualifications, how to prepare a resume, how to write a letter of application, where to go for information on job opportunities, and how to present employment qualifications in the job interview.

**Reference:** ERIC: ED 171961

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**Title:** "The Networker: An Executive Recruiter Talks about the Fine Art of Job Hunting"

**Author:** Anne Lowrey Bailey

**Source:** *CASE Currents* 7, 2 (February 1981), pp. 6-10. Reprint available from University Microfilms International

**Purpose:** This article offers suggestions on job hunting in a question/answer format. It emphasizes how to make a present job a catalyst for future qualifications, how to begin the job hunt, what are attractive pluses in the employer's eye, and tips on developing a resume. The article also provides a sample resume.

**Reference:** ERIC: EJ 239031

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**Title:** *Out of Work*

**Source:** New Readers Press, 1975

**Purpose:** To provide an easy-to-read book with a wealth of information on topics related to unemployment. It offers help for the unemployed person regarding tips on how to survive, get training, and get a job. The book explains how the U.S. Department of Labor figures unemployment; how it feels to be one of those unemployed; it discusses debt counseling; it tells about job training programs, apprenticeship, vocational schools, CETA, veterans' programs, programs for ex-prisoners, and handicapped persons. Job-finding techniques are also discussed.

**Price:** $1.50

**Reference:** Blank, J. C. and others. *Career Guidance Resources: A Handbook of Resource Abstracts K-14 1978 Update*. Columbus, OH: National Center for Research in Vocational Education, R&D Series #157, 1979.

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**Title:** *111 Techniques and Strategies for Getting the Job Interview*

**Author:** B. Bostwick

**Source:** John Wiley
New York, NY
1981

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**Title:** "Personal Account: The Job Hunter's Guide"

**Author:** B. Baboulene

**Source:** *Management Today* (February 1977): 19-24.

**Purpose:** This article presents a breakdown of the job search into three parts: the resume, the application, and the interview. The advice given is aimed mainly at older executives.

**Reference:** Management Contents 131278

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**Title:** *Recareering: The Art of Change*

**Developer:** Beth P. Summerhays

College Placement Council, Inc.
Bethlehem, PA

**EDRS Price:** MF01 plus postage. Paper copy not available from EDRS. Available from:

College Placement Council, Inc.
P.O. Box 2263
Bethlehem, PA 18001

**Purpose:** To help the mature job seeker or career changer establish goals, implement plans, and inspire action.

**Reference:** ERIC: ED 295870

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**Title:** *Self-directed Job Search: An Introduction*

**Author:** B. Kennedy

**Source:** U.S. Department of Labor, Employment and Training Administration
Washington, DC
1980

**Reference:** ERIC: ED 198388

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**Title:** *Successful Interviewing*

**Source:** Marion Sitzmann and Reloy Garcia
National Textbook Company
1977

**Purpose:** To provide a practical guide for the applicant/interviewer regarding the initial inquiry, preparation for the interview, and the interview itself. It also contains information on and examples of resumes, letters of inquiry, and letters of acceptance and rejection. Also provided is an evaluation instrument to help the applicant assess his/her strengths and weaknesses.

**Reference:** Blank, J. C. and others. *Career Guidance Resources: A Handbook of Resource Abstracts K-14 1978 Update*. Columbus, OH: National Center for Research in Vocational Education, R&D Series #157, 1979

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**Title:** *Suit Yourself. Shopping for a Job*

**Developer:** Roberta Kaplan
Wider Opportunities for Women, Inc.
Washington, DC

**EDRS Price:** MF01 plus postage. Paper copy not available from EFRS. Available from:

Wider Opportunities for Women, Inc.
1511 K Street, N.W.
Washington, DC 20005
(Price $5.00)

**Purpose:** To help the reader find a job/career suited to individual talents, education, and needs.

**Reference:** ERIC: ED 203124

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**Title:** *Sweaty Palms: The Neglected Art of Being Interviewed*

**Author:** H. Anthony Medley

**Source:** Lifetime Learning Publications
Belmont, CA

**Purpose:** To offer advice on planning for having a successful interview. Preparation prior to the job interview is stressed. Distinction is made between the screening and selection interview procedures. A discussion regarding questions that may or may not be

legally asked is included. Appendices provide commonly asked interview questions, evaluation factors used by interviewers, and questions often asked when checking references.

**Reference:** *Self-Directed Job Search: An Introduction*. Washington, DC: Employment and Training Administration, U.S. Department of Labor, 1980.

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**Title:** *The Three Boxes of Life*

**Author:** R. Bolles

**Source:** Ten Speed Press
Berkeley, CA
1978

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**Title:** "Tool Up to Sell Yourself"

**Author:** H. Scott

**Source:** *Marketing Times* 25, no. 1 (January/February 1978): 7-8.

**Purpose:** To stress the importance of effective self-marketing in order to successfully change jobs. Tips on resumes, interviews, and job search techniques are provided.

**Reference:** Management Contents Search 138958

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**Title:** *The Truth about You*

**Author:** A. Miller and R. Mattson

**Source:** Fleming H. Revell
Old Tappan, NY
1977

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**Title:** *Up Your Career*

**Developer:** Dean C. Dauw

**EDRS Price:** Not available from EDRS. Available from:

Waveland Press, Inc.
P.O. Box 400
Prospect Heights, IL 60070
1-10 copies $8.95 ea., 20% discount on larger quantities

**Purpose:** To assist the reader in making career decisions, getting opinions from significant persons, and acting upon what has been learned.

**Reference:** ERIC: ED 126334

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**Title:** *What Color Is Your Parachute? A Practical Manual for Job Hunters and Career Changers*

**Author:** R. N. Bolles

**Source:** Ten Speed Press
Berkeley, CA

**Purpose:** To give the job hunter a step-by-step guide to finding a new job.

**Reference:** Virginia Vocational Guidance Programs. *Resource Guide: Vocational Counseling for Adults*. Blacksburg, VA: Virginia Tech, 1982.

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**Title:** "When You're on the Wrong Side of the Desk"

**Author:** P. Fewsmith and J. L. Finn

**Source:** *Public Relations Journal* 38, no. 2 (February 1982): 28-30.

**Purpose:** This article takes a humorous look at different approaches to job hunting and interviews. It stresses several types of interviews. Each one is made up of possible questions and reactions, and answers are given.

**Reference:** Management Contents 209511

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**Title:** *Where Do I Go from Here With My Life?*

**Author:** J. C. Crystal and R. N. Bolles

**Source:** Ten Speed Press
Berkeley, CA

**Purpose:** A manual to help and encourage people to study their capabilities, accomplishments, and interests.

**Reference:** Virginia Vocational Guidance Programs. *Resource Guide: Vocational Counseling for Adults*. Blacksburg, VA: Virginia Tech, 1982.

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**Title:** *You Can Get There from Here: The Job Hunter's Guidebook*

**Developer:** John H. Taylor
North Country Union High School
Newport, VT

**EDRS Price:** MF01/PC03 plus postage

**Purpose:** To aid the job hunter in making career decisions.

**Reference:** ERIC: ED 159440

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**Information for Deliverers**

This body of materials and resources includes reports of studies, general information regarding working with dislocated workers, and ideas for conducting a program for dislocated workers. It contains materials that are not specifically geared to classroom teaching but that could enhance the effective serving of the dislocated worker.

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**Title:** "Are You Preparing Your Students for the Job Interview?"

**Author:** Mona J. Casady

**Source:** *ABCA Bulletin* 40, no. 3 (September 1977): 13-15. Reprint available from University Microfilms International

**Purpose:** To provide suggestions for conduct during the business interview process.

**Reference:** ERIC: EJ 169623

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**Title:** "The Assertive Job-Hunting Survey"

**Author:** Heather A. Becker

**Source:** *Measurement and Evaluation in Guidance* 13, no. 1 (April 1980): 43-48. Reprint available from University Microfilms International

**Purpose:** To describe the development of the Assertive Job-Hunting Survey that assesses self-reported, job-hunting attitudes.

**Reference:** ERIC: EJ 220987

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**Title:** *Bibliography of Career Information*. Revised

**Author:** Janice Wieckhorst

**EDRS Price:** MF01/PC04 plus postage

**Purpose:** To provide a bibliography of career information listing books, periodicals, and pamphlets that describe individual careers, job hunting techniques, and the world of work. A section of U.S. government publications on employment and careers is also included.

**Reference:** ERIC: ED 147683

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**Title:** *Career Tests and Resources*

**Source:** Superintendent of Schools
Department of Education
San Diego County
6401 Linda Vista Road
San Diego, CA 92111

**Purpose:** To list, organize, and evaluate the many career-oriented tests and career resources available.

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**Title:** *Career Transitions: The Demand for Counseling, Volume I*

**Author:** Solomon Arbeiter and others
College Entrance Examination Board
New York, NY

**EDRS Price:** MF01/PC03 plus postage

**Purpose:** To report the results of a survey of the career guidance and counseling needs of 401 representative in-transition adults in the United States. None were full-time students. All were either undergoing or anticipating job or career changes. They wanted career services of all types, but were not interested in specific information on jobs, careers, or educational opportunities. The least educated expressed the greatest interest in services and were willing to pay for them.

**Reference:** ERIC: ED 143993

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**Title:** "Coming Alive from Nine to Five: The Career Search Method"

**Authors:** Betty Neville Michelozzi and Peter J. Michelozzi

**Source:** Paper presented at the Annual Convention of the California Personnel and Guidance Association San Francisco, California, 15-17 February 1980

**EDRS Price:** MF01/PC01 plus postage

**Purpose:** To describe a career search program that sets up a basic foundation of self-assessment; exploring personal values, interests, and skills. It describes four inventories to help individuals develop self-descriptions in terms of work. The inventories focus on personality traits; desired levels of complexity in regard to data, people, and things; work qualities; and skills analysis. Career counseling involves resumes, applications, interviews, and letters.

**Reference:** ERIC: ED 183094

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**Title:** *Dictionary of Occupational Titles, 4th ed.*

**Source:** U.S. Government Printing Office
1977

**Purpose:** To serve as a reference resource to define and classify nearly all jobs in the U.S. economy.

**Price:** $12.00

**Reference:** Blank, J. C. and others. *Career Guidance Resources: A Handbook of Resource Abstracts K-14 1978 Update*. Columbus, OH: National Center for Research in Vocational Education, R&D Series #157, 1979.

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**Title:** "Easing the Shock of a Bad Break"

**Author:** M. S. Niehoff and R. E. Zuver

**Source:** *Managing* 2 (1981): 23-29.

**Purpose:** This article reviews the history and concept of outplacement. Consideration is given to alternatives to permanent shutdown or slowdown. Suggestions for hiring consultants are given, and an inset explores the growing trend toward outplacement.

**Reference:** Management Contents 191519

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**Title:** "The Employer Panel in Guidance and Placement"

**Authors:** Laurence Lipsett and Dorothy Greenwood

**Source:** *Journal of Employment Counseling* 17, no. 4 (December 1980): 217-222.

**Purpose:** This article describes how a panel of experts can be used to help place job applicants who require extra help by providing a link between the candidate and the needs of the labor market. The article reports applications of the panel approach to older workers, probationers, and clergy.

**Reference:** ERIC: EJ 238238

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**Title:** "Employment Interview Literature: A Perspective for the Counselor"

**Author:** Michael R. Clowers and Robert T. Fraser

**Source:** *Vocational Guidance Quarterly*, 26, no. 1 (September 1977): 13-24. Reprint available from University Microfilms International

**Purpose:** To provide a review of interview research since 1949, with emphasis on recent data-based literature (1969-1976), and counselor utilization of this material to aid clients who are approaching job interviews.

**Reference:** ERIC: EJ 165607

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**Title:** "Employment-seeking Preparation and Activity: An Experimental Job-Placement Training Model for Rehabilitation Clients"

**Author:** Robert D. Keith and others

**Source:** *Rehabilitation Counseling Bulletin* 21, no. 2 (December 1977): 159-165. Reprint available from University Microfilms International

**Purpose:** To reveal the results of an evaluation of an innovative approach to job placement. Experimental group rehabilitation clients were taught job-seeking behaviors on an individual and self-help basis. The percentage of the experimental group who obtained jobs was much higher than control groups.

**Reference:** ERIC: EJ 173220

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**Title:** "Getting in the Ole Boys' Club"

**Author:** Janet Mills Bentz

**Source:** *Vocational Guidance Quarterly* 28, no. 2 (December 1979): 129-136. Reprint available from University Microfilms International

**Purpose:** To describe a workshop for women preparing to interview in traditionally male-dominated jobs and training programs. The goals of the workshop are to enable women to recognize covert sexism, to respond to this sexism in constructive and self-enhancing ways, and use non verbal strategies tc communicate their confidence and competence.

**Reference:** ERIC: EJ 217357

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**Title:** "Helping Displaced Workers Help Themselves"

**Author:** Richard S. Deems and Associates and others

**Source:** National Conference on Upgrading and Retraining Workers, Columbus, Ohio, 23-24 May 1983.

**Purpose:** To help provide life/career planning skills for displaced workers.

**Reference:** Outline of paper presented at National Conference on Upgrading and Retraining Workers, Columbus, OH, 23-24 May 1983.

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**Title:** "Job Acquisition Skills: How Effective Are They?"

**Author:** Anne G. Foster and Holly L. Schrank

**Source:** *Journal of College Placement* 40, no. 4 (Summer 1980): 68-72. Reprint available from University Microfilms International

**Purpose:** Reports that results of a survey at Oregon State University revealed that a variety of skills are needed for a successful job search. Job acquisition skills training sessions continue to be needed for successful placement.

**Reference:** ERIC: EJ 223429

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**Title:** "Job Club"

**Author:** Ruth Parsell and Gretchen Thompson

**Source:** *Journal of College Placement* 39, no. 4 (Summer 1979), 63-65. Reprint available from University Microfilms International

**Purpose:** This article describes how counselors at the UCLA Placement Center organized the Job Club to develop successful job search techniques with group support, direction, and encouragement. Specific goals were: to provide a forum for sharing, to assist in identifying job-related skills, to provide basic information, to establish guidelines, and to assist in decision making.

**Reference:** ERIC: EJ 204205

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**Title:** "Job Finding and Career Planning: A Course Outline"

**Author:** Todd Holder

**Source:** *Occupational Outlook Quarterly* 24, no. 3 (Fall 1980): 28-31. Reprint available from University Microfilms International

**Purpose:** Descrioe content areas of a course on preparing for work including employability skills, coping skills, decision-making skills, and career planning.

**Reference:** ERIC: EJ 238125

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**Title:** "Jobscan"

**Author:** Not given

**Source:** *Canadian Vocational Journal* 17, no. 1 (May 1981): 23-29.

**Purpose:** Jobscan is a Canadian-developed automated worker-job matching system that has applications in the administration of unemployment insurance by assisting clients in their active job search and through the identification of valid alternative employment opportunities.

**Reference:** ERIC: EJ 245299

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**Title:** "The Job Search"

**Author:** Marilyn Rolf

**Source:** *Journal Of Business Education* 57, no. 5 (February 1982): 193-196.

**Purpose:** To describe a college-level job search teaching unit that is a practical method of preparing appropriate resumes, participating in effective job interviews, and getting and keeping the job. The article describes the four phases of the unit: securing job leads, writing resumes and letters of application, the interview, and the postinterview.

**Reference:** ERIC: EJ 261027

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**Title:** "The Job Search—Common Sense or Critical Skill"

**Author:** J. E. Hulbert

**Source:** *Urban Education* 15, no. 4 (1981): 469-479.

**Reference:** Social Science Search 1307315

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**Title:** "Job Search and Vacancy Contacts"

**Author:** J. J. Seater

**Source:** *American Economic Review* 69, no. 3 (1979): 411-419.

**Reference:** Social Science Search 944069

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**Title:** "Job Search Assistance: A Review"

**Author:** Robert G. Wegmann

**Source:** *Journal of Employment Counseling* 16, no. 4 (December 1979): 197-226. Reprint available from University Microfilms International

**Purpose:** The article declares that job finding is a learnable skill. Job search methods and interviewing techniques show a high rate of success in equipping the unemployed with the tools to find work quickly and efficiently.

**Reference:** ERIC: EJ 236395

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**Title:** *Job Search: A Review of the Literature*

**Author:** S. Mangum

**Source:** Olympus Research Centers
San Francisco, CA
1982

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**Title:** "Job Seekers: Instructor and Counselor"

**Author:** Carol H. Adams

**Source:** Paper presented at the twenty-eighth Annual Meeting of the Conference on College Composition and Communication, Kansas City, Missouri, 31 March-12 April 1977

**EDRS Price:** MF01/PC01 plus postage

**Purpose:** To describe an instructional unit to prepare students to become job seekers. A team teaching approach is used whereby a technical writing instructor emphasizes format, content, and mechanics, and a counselor stresses decision making, intrapersonal communications, and interview techniques. Areas covered include the following: values and goals, application letters and resumes, letters requesting references, mock interviews, follow-up letters, and letters to accept or reject job offers.

**Reference:** ERIC: ED 147833

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**Title:** *Job-seeking Methods Used by American Workers*

**Authors:** C. Rosenfeld, K. Michelitti, and W. Deutermann

**Source:** Bureau of Labor Statistics Bulletin 1886. Washington, DC: U.S. Government Printing Office 1975. ERIC Document Reproduction Service ED 117476

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**Title:** *Merchandising Your Job Talents*

**Developer:** State of California
Health and Welfare Agency
Employment Development Department
Job Service

**Purpose:** To offer the job-hunter suggestions on topics such as:

- finding out more about the kinds of jobs for which one is qualified;
- presenting background experiences on a resume in a convincing way to a prospective employer;
- writing letters of application appealingly;
- where to go for information on job opportunities;

- how to present qualifications at job interview;
- how to plan time useage;
- how to take tests; and
- how to profit from job interviews.

**Reference:** See *Developer* above

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**Title:** "Most Workers Find Jobs through Word of Mouth"

**Authors:** M. Corcoran, L. Datcher, and G. J. Duncan

**Source:** (U.S.) *Monthly Labor Review* 103, 8 (August 1980): 33-35.

**Purpose:** This article reports that a survey of American families revealed that most workers find jobs through word of mouth rather than through more formal channels. In table form, data are presented according to type of occupation, amount of education, and race and sex of workers. Results revealed that informal job searching was more common among young, less educated, and blue collar workers. White men were more likely to have received direct help in obtaining jobs than black men. Black men were more likely to have learned of jobs through friends.

**Reference:** Management Contents 176390

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**Title:** "My Favorite Assignment—The Job Search: Panel Presentations"

**Author:** D. C. Reep

**Source:** *ABCA Bulletin* 44, no. 3 (September 1981): 20.

**Purpose:** This article asserts that in business writing courses, the unit on the job search interests students more than other units. A description of an assignment using panel presentations about job-hunting is made. Parts of the assignment include research, an oral presentation, and a written memo. Among the topics included are items such as job prospects, selection procedures, job-hunting techniques, and women in business.

**Reference:** Management Contents 196095

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**Title:** *Occupational Outlook Handbook*

**Source:** U.S. Government Printing Office

**Purpose:** A handbook that presents occupational information on over eight hundred fifty occupations in thirty-five major industries. It is designed for either independent use by students in grades seven-twelve or as a professional counselor's reference tool.

**Price:** $7.00 (payable to Superintendent of Documents)

**Reference:** Blank, J. C. and others. *Career Guidance Resources: A Handbook of Resource Abstracts K-14 1978 Update*. Columbus, OH: National Center for Research in Vocational Education, R&D Series #157, 1979.

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**Title:** *Occupational Outlook Quarterly*

**Source:** The U.S. Department of Labor's Career Guidance Magazine. U.S. Government Printing Office

**Purpose:** This magazine focuses on jobs. It covers new and emerging occupations, training and educational opportunities, salary trends, and job prospects through the mid-1980s. It contains the most current information available for students, guidance counselors, and others who want to stay abreast of occupational developments. It also contains new perspectives on employment problems and changing technology, bibliographies of inexpensive new Government publications on the labor force and careers, and reports on employment trends by the U.S. Department of Labor's Bureau of Labor Statistics.

**Price:** Subscription Order—$4.00 (Payable to the Superintendent of Documents)

**Reference:** Blank, J. C. and others. *Career Guidance Resources: A Handbook of Resource Abstracts K-14 1978 Update*. Columbus, OH: National Center for Research in Vocational Education, R&D Series #157, 1979.

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**Title:** "Preparing Individuals for Job Interviews: Suggestions from More Than 60 Years of Research"

**Authors:** J. Galassi and M. Galassi

**Source:** *Personnel and Guidance Journal* 57 (December 1978): 188-192. ERIC: EJ 192093

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**Title:** "Preparing Students to Relocate"

**Author:** David L. Goetsch

**Source:** *School Shop* 40, no. 5 (January 1981): 17. Reprint available from University Microfilms International

**Purpose:** To explain that vocational instructors and placement counselors have the responsibility to teach rural students how to find jobs in other towns and how to deal with relocation problems. Included are use of business and industry directories, want ads, portfolio preparation, tax information, housing, transportation, and other considerations.

**Reference:** ERIC: EJ 238048

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**Title:** *Promoting Job Finding Success for the Unemployed*

**Authors:** H. Sheppard and A.H. Belitsky

**Source:** W. E. Upjohn Institute for Employment Research, 2968
Kalamazoo, MI
ERIC: ED 026541

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**Title:** "Retrain to Retain: A Prescription for the 1980s"

**Author:** J. Raitt

**Source:** *Training and Development Journal* 36, no. 2 (February 1982): 48-52.

**Purpose:** This article maintains that the retraining of displaced workers would reduce costs associated with recruitment and placement, could maximize use of human resources, and strengthen the economic life of a company. Suggestions are given for broadening the applicability of a retraining program.

**Reference:** Management Contents 209673

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**Title:** *The State of the Art in Job Search Training*

**Author:** M. Johnson

**Source:** Olympus Research Centers
Salt Lake City, UT
1982

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**Title:** "Summary of Research on Selection Interview Since 1964"

**Author:** D. Wright, Jr.

**Source:** *Personnel Psychology* 22 (Winter 1969): 391-413.

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**Title:** "A Systems Approach to Job Hunting"

**Author:** Helen M. Etherington

**Source:** *ABCA Bulletin* 43, no. 1 (March 1980): 18-20. Reprint available from University Microfilms International

**Purpose:** To describe a systems approach to the job search. It notes how courses in business communications, technical writing, and report writing can help students acquire job search skills.

**Reference:** ERIC: EJ 217625

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**Title:** "Taking Charge of Experience Through Life/Work Planning"

**Author:** John W. Munce

**Source:** *New Directions for Experiential Learning* 5 (1979): 19-29. Reprint available from University Microfilms International

**Purpose:** This article describes how life/work planning can be an individualized process for self-analysis, decision, and action. The same approach is used for any experience desired by considering an individual's skills, goals, and values and by combining work, learning, and adventure.

**Reference:** ERIC: EJ 242621

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**Title:** "Teaching Job Search Skills—Nebraska Style"

**Author:** A. Johnson

**Source:** *National Association of College Teachers of Agriculture Journal* 25, no. 3 (1981): 29-30.

**Reference:** Social Science Search 1374004

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**Title:** *Technology for Career Information Delivery: Conference Proceedings, Columbus, Ohio, February 18-20, 1981*

**Editors:** Karen S. Kimmel and Joan C. Blank

**Source:** The National Academy for Vocational Education
National Center for Research in Vocational Education
The Ohio State University
Columbus, OH 43210

**Purpose:** To provide information on currently available career information delivery systems. Presentations were made according to various alternatives as follows: automated, nonautomated, microcomputers, special programs, and combinations of alternatives.

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**Title:** "Technology in Career Planning and Placement"

**Author:** Robert C. Bruce and others

**Source:** *Journal of College Placement* 42, no. 4 (Summer 1982): 35-38. Reprint available from University Microfilms International

**Purpose:** To describe the use of the system of interactive guidance and information to help students explore career options.

**Reference:** ERIC: EJ 262949

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**Title:** "Using Learning Packages to Develop Job Search Readiness"

**Authors:** James V. Arthur and Larry H. Ebbers

**Source:** *Journal of College Student Personnel* 22, no. 2 (March 1981): 125-129. Reprint available from University Microfilms International

**Purpose:** To compare self-instructional learning packages and traditional methods of improving job search readiness.

**Reference:** ERIC: EJ 245305

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**Title:** "Vocational Services for Older Adults or I Want to Work, but . . ."

**Authors:** Mae S. Smith and Bonnie J. Golden

**Source:** *Journal of Employent Counseling* 19, no. 1 (March 1982): 29-33. Reprint available from University Microfilms International

**Purpose:** To describe a program designed to meet the needs of adults over fifty-five who are unemployed or underemployed.

**Reference:** ERIC: EJ 261162

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**Title:** *Who's Hiring Who*

**Author:** Richard Lathrop

**Source:** Ten Speed Press
Berkeley, CA

**Purpose:** To provide a detailed explanation of how to prepare a good resume or "qualifications brief."

**Reference:** *Self-Directed Job Search: An Introduction.* Washington, DC: Employment and Training Administration, 1980

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**Title:** *Wishcraft*

**Author:** B. Sher

**Source:** Viking
New York
1979

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**Title:** *The Work Book*

**Authors:** J. M. Farr, R. Gaither, and R. M. Pickrell

**Source:** McKnight
Bloomington, IL
1983

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**Title:** *The Worker and the Job: Coping with Change*

**Author:** J. E. Rosow, ed.

**Source:** Prentice-Hall
Englewood Cliffs, NJ

**Purpose:** To provide an exploration by experts of the attitudes and expectations of today's worker and to describe the conflict between a society that is changing rapidly and a workplace that is not.

**Reference:** Virginia Vocational Guidance Programs. Blacksburg, VA: Virginia Tech, 1982.

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## Assessment Materials

Included in this section are seven types of instruments categorized according to traits measured or inventoried. These include the following areas:

- Achievement
- Aptitudes and abilities
- Interests
- Test orientation/screening
- Work values
- Interests and skills measurement/work sample evaluation
- Career development/maturity instruments

The citations for these materials include the title, source, purpose, and annotation. The annotation provides one or more sources of additional information regarding the particular assessment instrument.

The citations provided here were adapted from more complete descriptions provided in four published manuals. Full bibliographic information for each primary source manual is provided at the conclusion of this subsection. In order to save space, only the author's last name and page number are given in the citations.

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**Achievement**

**Title:** *The Adult Performance Level Program* (APL)

**Source:** The American College Testing Program

**Purpose:** To measure proficiency of adults in skills necessary for minimal levels of education and economic success. The focus is on functional skills relevant to everyday living.

**Reference:** Swirsky and Vandergoot, p. 9

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**Title:** *Adult Basic Learning Examination* (ABLE)

**Source:** The Psychological Corporation
757 Third Avenue
New York, NY 16017

**Purpose:** To measure basic learning skills using subject matter drawn from adult life.

**Reference:** Bhaerman and others, p. 63
Backer, p. 99

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**Title:** *Basic Occupational Literacy Test* (BOLT)

**Source:** United States Employment Service Offices

**Purpose:** To assess basic reading and arithmetic skills; to screen for training needs or placement options.

**Reference:** Bhaerman and others, pp. 63-64
Backer, pp. 99-100

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**Title:** *Fundamental Achievement Series*

**Source:** The Psychological Corporation
757 Third Avenue
New York, NY 10017

**Purpose:** To assess the verbal and numerical ability of disadvantaged individuals for employment or training programs.

**Reference:** Swirsky and Vandergoot, pp. 75-76
Backer, pp. 103-104

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**Title:** *Peabody Individual Achievement Test*

**Source:** American Guidance Service, Inc.
Publishers' Building
Circle Pines, MN 55014

**Purpose:** To screen for the general level of school achievement of children, adolescents, or adults; to suggest the point at which a more comprehensive test may be used.

**Reference:** Swirsky and Vandergoot, pp. 45-46

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**Title:** *Test of Adult Basic Education* (TABE)

**Source:** CTB/McGraw Hill
Del Monte Research Park
Monterey, CA 93940

**Purpose:** To measure achievement in reading, mathematics, and language; useful in placing students in appropriate learning groups and selecting educational materials for students to use in overcoming deficiencies.

**Reference:** Bhaerman and others, p. 97
Swirsky and Vandergoot, pp. 61-62

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**Title:** *Wide Range Achievement Test* (WRAT)

**Source:** Jastak Associates, Inc.
1526 Gilpin Avenue
Wilmington, DE 19806

**Purpose:** To diagnose reading, spelling, and arithmetic disabilities in persons of all ages; the establishment of degrees of literacy and arithmetic proficiency of mentally retarded persons; the checking of school achievement of adults referred for vocational rehabilitation and job placement; and the selection of students for specialized technical and professional schools.

**Reference:** Bhaerman and others, pp. 98-99
Swirsky and Vandergoot, pp. 69-70

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**Aptitudes**

**Title:** *Aptitude Tests for Occupations*

**Source:** Bobbs-Merrill Company, Inc.
4300 West 62nd Street
Indianapolis, IN 46268

**Purpose:** To assess occupationally related aptitudes and potentialities in the following areas: personal-social aptitude, mechanical aptitude, clerical routine aptitude, general sales aptitude, computational aptitude, and scientific aptitude.

**Reference:** Bhaerman and others, p. 86
Swirsky and Vandergoot, p. 10

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**Title:** *Armed Services Vocational Aptitude Battery* (Form 5)

**Source:** U.S. Military Enlistment Processing Command
Ft. Sheridan, IL 60037

**Purpose:** To provide students with information that will give them better understanding of themselves for use in vocational and career guidance and exploration; to provide military service recruiters with test score information on eleventh and twelfth grade students.

**Reference:** Kapes and Mastie, pp. 32-36

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**Title:** *Bennett Mechanical Comprehension Test*

**Source:** The Psychological Corporation
757 Third Avenue
New York, NY 10017

**Purpose:** To measure the ability to perceive and understand the relationship of physical forces and mechanical elements including principles about leverage, force and motion, light, heat, and sound.

**Reference:** Bhaerman and others, p. 86
Swirsky and Vandergoot, pp. 11-12

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**Title:** *Crawford Small Parts Dexterity Test*

**Source:** The Psychological Corporation
757 Third Avenue
New York, NY 10017

**Purpose:** To assess persons for jobs involving the use of small tools and rapid, repeated movements.

**Reference:** Bnaerman and others, pp. 77-78

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**Title:** *Dailey Vocational Tests*

**Source:** Riverside Bryn Mawr Avenue
Chicago, IL 60631

**Purpose:** To assess potential aptitude and achievement for training and success in a number of occupations within the trade, technical, and business-secretarial fields.

**Reference:** Bhaerman and others, p. 88

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**Title:** *Differential Aptitude Tests* (DAT)

**Source:** The Psychological Corporation
757 Third Avenue
New York, NY 10017

**Purpose:** To serve as a counseling aid regarding strengths and weaknesses of clients in aptitudes of verbal reasoning, numerical ability, abstract reasoning, clerical speed and accuracy.

**Reference:** Swirsky and Vandergoot, pp. 20-22
Bhaerman and others, p. 89
Kapes and Mastie, pp. 37-41

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**Title:** *Flanagan Aptitude Classification Tests*

**Source:** Science Research Associates, Inc.
155 North Wacker Drive
Chicago, IL 60606

**Purpose:** To measure aptitudes important for successful performance of particular occupational tasks.

**Reference:** Swirsky and Vandergoot, pp. 23-25

---

**Title:** *General Aptitude Test Battery* (GATB)

**Source:** United States Employment Service Offices

**Purpose:** To assess nine occupational aptitudes: general learning ability; verbal, numerical, spatial aptitudes; form and clerical perceptions; motor coordination; finger and manual dexterity.

**Reference:** Bhaerman and others, pp. 126-127
Kapes and Mastie, pp. 42-46

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**Title:** *General Clerical Test* (GCT)

**Source:** The Psychological Corporation
757 Third Avenue
New York, NY 10017

**Purpose:** To measure aptitudes of importance in all kinds of clerical work, such as the following: checking, alphabetizing, arithmetic computation, error location, arithmetic reasoning, spelling, reading comprehension, vocabulary, and grammar.

**Reference:** Bhaerman and others, pp. 78-79
Swirsky and Vandergoot, pp. 92-93

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**Title:** *Hand-Tool Dexterity Test*

**Source:** The Psychological Corporation
757 Third Avenue
New York, NY 10017

**Purpose:** To measure proficiency in use of ordinary mechanics' hand-tools. Measures aptitude and achievement based on past experience in handling tools.

**Reference:** Bhaerman and others, pp. 79-80

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**Title:** *Job Site Evaluation*

**Source:** John Hamilton, Director of Job Placement
Opportunity Workshop, Inc.
5500 Opportunity Court
Minnetonka, MN 55343

**Purpose:** To enable employers and placement counselors to evaluate a client's work potential during on-the-job training or extended work evaluation.

**Reference:** Swirsky and Vandergoot, pp. 81-82

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**Title:** *Minnesota Clerical Test*

**Source:** The Psychological Corporation
757 Third Avenue
New York, NY 10017

**Purpose:** To record speed and accuracy in performing tasks related to clerical work, for example checking numbers and names.

**Reference:** Swirsky and Vandergoot, p. 92

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**Title:** *Nonreading Aptitude Test Battery* (NATB)

**Source:** United States Employment Service Offices

**Purpose:** To measure aptitudes in the areas of intelligence, verbal, numerical, spatial, form perception, clerical perception, motor coordination, finger dexterity, and manual dexterity. Developed for use with individuals lacking sufficient literacy skills to take the GATB.

**Reference:** Bhaerman and others, p. 69
Backer, pp. 105-106

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**Title:** *Oral Directions Test*

**Source:** The Psychological Corporation
757 Third Avenue
New York, NY 10017

**Purpose:** To aid in selecting more able workers among applicants with limited education and/or limited knowledge of English for jobs in maintenance and service work in public institutions, transportation systems, stores, hotels, factories, and shops.

**Reference:** Bhaerman and others, pp. 69-70
Backer, pp. 108-109

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**Title:** *Projects with Industry Job Seeking and Job Retention Skills Form*

**Source:** ICD Rehabilitation and Research Center
340 East 24th Street
New York, NY 10010

**Purpose:** To enable individuals to assess realistically abilities and limitations.

**Reference:** Swirsky and Vandergoot, pp. 52-53

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**Title:** *SRA Mechanical Aptitudes*

**Source:** Science Research Associates, Inc.
155 North Wacker Drive
Chicago, IL 60606

**Purpose:** To measure the following aspects of mechanical ability: (1) mechanical knowledge, (2) space relations, (3) shop arithmetic.

**Reference:** Bhaerman and others, pp. 81-82

---

**Title:** *Short Employment Tests*

**Source:** The Psychological Corporation
757 Third Avenue
New York, NY 10017

**Purpose:** To predict satisfactory performance in office work.

**Reference:** Swirsky and Vandergoot, pp. 84-85

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**Title:** *Short Tests of Clerical Ability*

**Source:** Science Research Associates, Inc.
155 North Wacker Drive
Chicago, IL 60606

**Purpose:** To test clerical abilities of arithmetic, business vocabulary, checking, coding, directions (oral and written), filing, and language.

**Reference:** Swirsky and Vandergoot, pp. 57-58

---

**Title:** *Talent Assessment Program* (TAP)

**Source:** Talent Assessment Programs
7015 Colby Avenue
Des Moines, IA 50311

**Purpose:** To provide fine details on the perceptual and dexterity functioning of clients in a variety of job settings.

**Reference:** Backer, pp. 130-131

---

**Title:** *USES Clerical Skills Tests*

**Source:** United States Employment Service Offices

**Purpose:** To measure skills important in a variety of clerical occupations—typing from plain copy, ability to take dictation, general spelling, statistical typing, medical spelling, and legal spelling.

**Reference:** Bhaerman and others, pp. 127-129

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**Title:** *Wonderlic Personnel Test*

**Source:** E. F. Wonderlic & Associates, Inc.
P.O. Box 7
Northfield, IL 60093

**Purpose:** To examine mental ability levels and to serve as a selection instrument in hiring and placing applicants, and as an indicator of future possibilities.

**Reference:** Bhaerman and others, pp. 99-100

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**Interests**

**Title:** *California Occupational Preference Survey* (COPS)

**Source:** Educational and Industrial Testing Service
P.O. Box 7234
San Diego, CA 92107

**Purpose:** To provide job activity/interest scores relating to occupational clusters; helps provide employee self-awareness in business and industrial settings.

**Reference:** Bhaerman and others, pp. 86-87
Kapes and Mastie, pp. 48-52

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**Title:** *Career Assessment Inventory*

**Source:** NCS Interpretive Scoring Systems
P.O. Box 1416
Minneapolis, MN 55440

**Purpose:** To promote career awareness of the vocational spectrum of occupations requiring less than a four-year college degree.

**Reference:** Swirsky and Vandergoot, pp. 12-14
Kapes and Mastie, pp. 53-56

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**Title:** *The Geist Picture Interest Inventory Revised*

**Source:** Western Psychological Services

**Purpose:** To provide quantitative assessment of eleven male and twelve female general interest areas. It is useful in providing occupational and career choices for those with limited verbal abilities.

**Reference:** Swirsky and Vandergoot, pp. 28-29

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**Title:** *Harrington/O'Shea System for Career Decision Making* (CDM)

**Source:** American Guidance Service, Inc.
Publishers' Building
Circle Pines, MN 55014

**Purpose:** To inventory interests. Provides for self-analysis of six areas critical to career decisionmaking: occupational choices, school subjects, future education or training plans, job values clarification, abilities, and interests.

**Reference:** Kapes and Mastie, pp. 57-60
Swirsky and Vandergoot, pp. 31-32
Bhaerman and others, pp. 90-91

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**Title:** *The Jackson Vocational Interest Survey*

**Source:** Research Psychologists Press, Inc.
P.O. Box 984
Port Huron, MI 48060

**Purpose:** To assist high school and college students and adults with educational and career planning to assess vocational interests.

**Reference:** Swirsky and Vandergoot, pp. 35-36
Kapes and Mastie, pp. 64-68

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**Title:** *Job Analysis and Interest Measurement* (JAIM)

**Source:** JAIM Research, Inc.
1808 Collingwood Road
Alexandria, VA 22308

**Purpose:** To measure coping skills important to performance and satisfaction in work roles by determining the degree of match between requirements and potentials of jobs and the individual's self-reported behavior styles, activity preferences, and values.

**Reference:** Bhaerman and others, pp. 92-92
Swirsky and Vandergoot, pp. 36-38

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**Title:** *Judgment of Occupational Behavior Orientation* (JOB-O)

**Source:** CFKR Career Materials, Inc.
110 Glenn Way
P.O. Box 5096
Belmont, CA 94002

**Purpose:** To help student narrow job titles to match personal needs, explore and compare job titles, select those preferred; emphasizes job awareness and exploration.

**Reference:** Kapes and Mastie, pp. 69-72

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**Title:** *Kuder Occupational Interest Survey* (KOIS)

**Source:** Science Research Associates, Inc.
155 North Wacker Drive
Chicago, IL 60606

**Purpose:** To aid in employment counseling and retraining; provides information on making a vocational choice or selecting a tentative field of study by identifying interests in relation to occupations or occupational fields.

**Reference:** Bhaerman and others, p. 80
Swirsky and Vandergoot, pp. 38-39

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**Title:** *Minnesota Vocational Interest Inventory*

**Source:** The Psychological Corporation
757 Third Avenue
New York, NY 10017

**Purpose:** To measure interests in nonprofessional occupations for men and boys over fifteen years of age who are not planning to attend college.

**Reference:** Bhaerman and others, p. 94

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**Title:** *Self-Directed Search* (SDS)

**Source:** Consulting Psychologists Press, Inc.
577 College Avenue
Palo Alto, CA 94306

**Purpose:** To serve as a counseling aid to determine a person's resemblance to each of six occupational or personality types: realistic, investigative, artistic, social, enterprising, and conventional.

**Reference:** Kapes and Mastie, pp. 88-91
Bhaerman and others, pp. 95-96
Swirsky and Vandergoot, pp. 55-56

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**Title:** *Self-Interview Check List* (SICL)

**Source:** Dr. Samuel Cleff
Center for Human Technology
Princeton, NJ

**Purpose:** To aid examinees in indicating behavioral units of work they like best and dislike most, and work they have done most and least, yielding activities preference and experience according to sixteen dimensions of work.

**Reference:** Bhaerman and others, pp. 71-72
Backer, pp. 111-112

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**Title:** *The Strong-Cambell Interest Inventory* (SCII)

**Source:** Stanford University Press
Stanford, CA 94305

**Purpose:** To give information to persons about themselves and what will help them make decisions about their life plans. The inventory has 7 parts: occupations, school subjects, activities, amusements, types of people, preference between two activities, your characteristics; it yields scores on 6 general occupational themes, twenty-three basic interest scales, and 162 occupational scales.

**Reference:** Bhaerman and others, p. 96
Swirsky and Vandergoot, pp. 59-60
Kapes and Mastie, pp. 92-95

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**Title:** *Tolerance for Bureaucratic Structure Scale* (TBS)

**Source:** Center for Policy Research
New York, NY

**Purpose:** To measure extent to which an individual has a preference for jobs typical of large bureaucratic organizations.

**Reference:** Backer, pp. 112-113

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**Title:** *USES Interest Checklist*

**Source:** United States Employment Service Offices

**Purpose:** To aid interviewing counselers to obtain information on the range of vocational interests.

**Reference:** Bhaerman and others, p. 129

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**Title:** *Wide Range Interest-Opinion Test* (WRIOT)

**Source:** Jastak Associates, Inc.
1526 Gilpin Avenue
Wilmington, DE 19806

**Purpose:** To provide an inventory of work interests and attitudes by portraying a variety of human activities in pictures.

**Reference:** Bhaerman and others, p. 99
Kapes and Mastie, pp. 196-198

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**Test Orientation/Screening**

**Title:** *GATB/NATB Screening Device*

**Source:** United States Employment Service Offices

**Purpose:** To determine whether a particular service applicant should be given the NATB or the GATB.

**Reference:** Backer, p. 104

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**Title:** *Test Orientation Procedure*

**Source:** The Psychological Corporation
757 Third Avenue
New York, NY 10017

**Purpose:** To provide practice materials to help applicants learn how to take tests.

**Reference:** Backer, pp. 142-143

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**Title:** *USES Pretesting Orientation Exercises*

**Source:** United States Employment Service Offices

**Purpose:** To provide pretest orientation to GATB's first eight parts in a nonthreatening atmosphere.

**Reference:** Backer, p. 143-144

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**Work Values**

**Title:** *Employability Evaluation*

**Source:** Rebecca Logsdon
Counselor/Job Placement
Oklahoma Goodwill Industries, Inc.
410 S.W. Third
Oklahoma City, OK 73109

**Purpose:** To provide a general guideline for measuring job readiness, covering work skills, transportation, child care, education, health, family, appearance, dependability, attitude toward work, initiative, work habits, relocation, work interests, learning ability, and communication.

**Reference:** Swirsky and Vandergoot, pp. 22-23

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**Title:** *Hall Occupational Orientation Inventory*

**Source:** Scholastic Testing Service, Inc.
480 Meyer Road
Bensenville, IL 60106

**Purpose:** To provide a framework for an individual to explore the factors involved in occupational choice in terms of the relationship between psychological needs and value fulfillment, worker traits and job content characteristics.

**Reference:** Swirsky and Vandergoot, pp. 30-31
Bhaerman and others, p. 90
Kapes and Mastie, pp. 102-105

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**Title:** *Human Service Scale*

**Source:** K. Reagles and G. N. Wright
Human Service Systems, Inc.
Madison, WI

**Purpose:** To measure need satisfaction related to the following needs: physiological, emotional security, economic security, family needs, social needs, economic self-esteem, vocational self-actualization.

**Reference:** Swirsky and Vandergoot, pp. 33-34

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**Title:** *Minnesota Importance Questionnaire*

**Source:** Vocational Psychology Research
University of Minnesota
N620 Elliott Hall
75 East River Road
Minneapolis, MN 55455

**Purpose:** To measure twenty vocational needs referring to specific conditions found to be important to job satisfaction.

**Reference:** Swirsky and Vandergoot, pp. 41-43
Kapes and Mastie, pp. 106-109

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**Title:** *Minnesota Job Description Questionnaire*

**Source:** University of Minnesota
Vocational Psychology Research

**Purpose:** To rate the reinforcer (need-satisfier) characteristics of jobs.

**Reference:** Swirsky and Vandergoot, p. 94

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**Title:** *Temperament and Values Inventory*

**Source:** Interpretive Scoring Systems

**Purpose:** To aid individuals in selecting a satisfying career, to assess their temperament and values in various situations, to compare themselves with others, to understand why they do or do not enjoy certain activities or situations.

**Reference:** Swirsky and Vandergoot, pp. 60-61

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**Title:** *Vocational Opinion Index*

**Source:** Associates for Research in Behavior, Inc.
34th & Market Streets
Philadelphia, PA 19104

**Purpose:** To measure an individual's job readiness posture (JRP) i.e., attitudes, perceptions, and motivations, and the effects on the ability to obtain and maintain a job.

**Annotation:** Swirsky and Vandergoot, pp. 66-67
Backer, pp. 114-115

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**Title:** *Vocational Opinion Index Transition System*

**Source:** Associates for Research in Behavior, Inc.
34th & Market Streets
Philadelphia, PA 19104

**Purpose:** To determine an individual's job readiness posture.

**Reference:** Swirsky and Vandergoot, pp. 85-87

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**Title:** *Work Values Inventory*

**Source:** The Riverside Publishing Company
(A Houghton Mifflin Subsidiary)
Three O'Hare Towers
8420 Bryn Mawr Avenue
Chicago, IL 60148

**Purpose:** To measure the satisfactions which people seek in work and the satisfactions which may accompany the outcomes of work.

**Reference:** Kapes and Mastie, pp. 110-113

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**Interests and Skills Measurement/Work Sample Evaluation***

**Title:** *Comprehensive Occupational Assessment and Training System* (COATS)

**Source:** Prep, Inc.
1575 Parkway Avenue
Trenton, NJ 08628

**Purpose:** To provide a comprehensive evaluation regarding job matching, employability attitudes, work samples, and living skills.

**Reference:** Bhaerman and others, pp. 103-104
Backer, pp. 119-122

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**Title:** *Jewish Employment and Vocational Service (JEVS) Work Sample System*

**Source:** Vocational Research Institute
Jewish Employment and Vocational Service
1700 Sansom Street, 9th Floor
Philadelphia, PA 19103

**Purpose:** To evaluate clients on ten of the DOT Worker Trait Groups.

**Reference:** Bhaerman and others, pp. 106-107

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**Title:** *Micro-Tower*

**Source:** ICD Rehabilitation and Research Center
340 East 24th Street
New York, NY 10010

**Purpose:** To assess seven of the nine aptitudes used in the Worker Trait Group arrangements of the DOT/GATB using work-sampling techniques.

**Reference:** Bhaerman and others, pp. 109-110
Backer, pp. 126-127

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*Work sample systems are expensive to purchase, complex in their operation, and may require special trained evaluators, hence a careful evaluation of the utility of a system and its related cost should be conducted before it is purchased

**Title:** *Singer Vocational Evaluation System* (SVES)

**Source:** Singer Educational Division Career System
80 Commerce Drive
Rochester, NY 14623

**Purpose:** To provide a measure of interest and skill assessment for jobs mostly in the skilled trades and technical areas through work samples.

**Reference:** Bhaerman and others, pp. 112-113
Backer, pp. 128-130

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**Title:** *Valpar Component Work Sample System*

**Source:** Valpar Corporation
3801 East 34th Street
Tuscon, AZ 85713

**Purpose:** To provide work sample evaluations related to specific occupations and worker trait groups.

**Reference:** Bhaerman and others, pp. 116-118
Backer, pp. 132-133

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**Title:** *Vocational Interest Temperament and Aptitude System* (VITAS)

**Source:** Vocational Research Institute
Jewish Employment and Vocational Service
1700 Sansom Street, 9th Floor
Philadelphia, PA 19103

**Purpose:** To provide work sample evaluation.

**Reference:** Bhaerman and others, pp. 119-120
Backer, pp. 134-135

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**Career Development/Maturity Instruments**

**Title:** *Biographical Information Blank* (BIB)

**Source:** Richardson, Bellows, Henry & Company, Inc.
1140 Connecticut Avenue, N.W.
Washington, DC 20036

**Purpose:** To elicit biographical information on home and family situation; high school experiences and perceptions; work history, present job responsibilities and obligations; preferences and needs regarding work, the workplace, and income; life goals and philosophy; self-image; and time organization habits.

**Reference:** Bhaerman and others, p. 64
Backer, pp. 100-102

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**Title:** *Career Development Inventory*

**Source:** Consulting Psychologists Press, Inc.
577 College Avenue
Palo Alto, CA 94306

**Purpose:** To measure attitudes and knowledge regarding the business world and as an indication of vocational maturity.

**Reference:** Swirsky and Vandergoot, pp. 15-16
Kapes and Mastie, pp. 118-121

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**Title:** *Career Maturity Inventory*

**Source:** CTB/McGraw-Hill
Del Monte Research Park
Monterey, CA 93940

**Purpose:** To measure the maturity of attitudes and competencies important to career decision making.

**Reference:** Swirsky and Vandergoot, pp. 16-17

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**Title:** *Career Development Inventory Adult Form*

**Source:** D. E. Super, R. S. Zelkowitz, and A. S. Thompson
Teachers College
Columbia University

**Purpose:** To measure the vocational maturity of adults focusing on awareness of, and concern with, career development tasks. To measure the individual's view of himself and his personal vocational development.

**Reference:** Swirsky and Vandergoot, p. 16

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**Title:** *Career Guidance Inventory in Trades, Services, and Technologies*

**Source:** Educational Guidance, Inc.

**Purpose:** To assist in the guidance of persons interested in trade, service, and technological areas.

**Reference:** Swirsky and Vandergoot, p. 72

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**Title:** *Career Skills Assessment Programs*

**Source:** College Entrance Examination Board
888 Seventh Avenue
New York, NY 10019

**Purpose:** To provide individuals with guidance and personal insight into career planning. It also gives counselors, teachers, and administrators a means to assess mastery of basic career skills.

**Reference:** Bhaerman and others, pp. 87-88
Swirsky and Vandergoot, pp. 17-19
Kapes and Mastie, pp. 126-129

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**Title:** *Edwards Personnel Preference Schedule* (EPPS)

**Source:** The Psychological Corporation
757 Third Avenue
New York, NY 10017

**Purpose:** To provide quick and convenient measures of a number of relatively independent, normal personality variables such as the following: achievement, deference, order, exhibition, autonomy, affiliation, intraception, succorance, dominance, abasement, nurturance, change, endurance, heterosexuality, and aggression.

**Reference:** Bhaerman and others, p. 78

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**Title:** *Forer Vocational Survey: Men - Women*

**Source:** Western Psychological Services

**Purpose:** To study personality as it relates to vocational matters: reactions to specified situations, causes of feelings and actions, and vocational goals.

**Reference:** Swirsky and Vandergoot, pp. 74-75

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**Title:** *Kuder Career Development Inventory*

**Source:** Science Research Associates, Inc.
155 N. Wacker Drive
Chicago, IL 60606

**Purpose:** To indicate possible career paths to explore in each of six broad interest areas, at each of three entry levels based on the amount of education generally required.

**Reference:** Kapes and Mastie, pp. 136-139

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**Title:** *Placement Referral Information Form; Work History Grid; Placement Orientation Form*

**Source:** Madeline Scott
Placement Specialist
Bureau of Vocational Rehabilitation
One Marion Avenue, Room 215
Mansfield, OH 44903

**Purpose:** To obtain background information concerning a client's employability, to document specific job history information, to assist in finding proper job placement.

**Reference:** Swirsky and Vandergoot, p. 49

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**Title:** *Job Readiness Program Outline*

**Source:** Rebecca Logsdon
Oklahoma Goodwill Industries, Inc.
410 S.W. Third
Oklahoma City, OK 73125

**Purpose:** To teach clients skills necessary to seek and obtain employment. Outline consists of six parts: orientation, application forms, interviews, problem solving, life outside of work, and finding a job.

**Reference:** Swirsky and Vandergoot, p. 93

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**Title:** *Tseng Rating Scales*

**Source:** M. S. Tseng
West Virginia University
Morgantown, WV 26507

**Purpose:** To measure self-perception, locus of control, need for achievement.

**Reference:** Backer, pp. 113-114
Bhaerman and others, p. 74

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**Title:** *The Vocational Diagnosis and Assessment of Residual Employability Handbook* (VDARE)

**Source:** J. McCrosky, W. Wattenbarger, T. F. Field, and J. M. Sink
University of Georgia
Athens, GA 30601

**Purpose:** To provide information on a client's work history—worker traits, skills, attributes.

**Reference:** Swirsky and Vandergoot, pp. 63-65

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**Title:** *Vocational Preference Inventory* (VPI)

**Source:** Consulting Psychologists Press, Inc.

**Purpose:** To provide information about a subject's interpersonal relations, interests, values, self-concept, and coping behavior.

**Reference:** Swirsky and Vandergoot, pp. 67-68

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**Title:** *World of Work Inventory*

**Source:** World of Work, Inc.
2923 N. 67th Place
Scottsdale, AZ 85251

**Purpose:** To facilitate the individual's selection of an appropriate career or vocation consistent with interests, aptitudes, and temperaments.

**Reference:** Kapes and Mastie, pp. 143-146

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**Title:** *Position Analysis Questionnaire*

**Source:** E. J. McCormick, and others
University Bookstore
West Lafayette, IN 47906

**Purpose:** To analyze positions or jobs of many different types to make it possible to relate positions or jobs to one another; helps match a person to a job.

**Reference:** Swirsky and Vandergoot, pp. 95-96

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**Other Resources and Materials**

This final category includes centers or sites that serve as potential sources of information on materials and resources for serving the needs of dislocated workers.

Included first are members of the Council for Educational Development and Research (CEDaR). CEDaR is composed of seventeen member organizations devoted to research and development in education. These research centers are located throughout the United States. From center to center, the stated goals or mission statements vary in emphases, yet they each share the common goal of improving education for American students.

At the present time, only the National Center for Research in Vocational Education is actively involved in a project for serving the needs of dislocated workers. However, the other sites have the potential to serve as excellent sources of information and expertise. Therefore, all seventeen sites are included in this study in an effort to provide an accessible resource center within geographic proximity of readers nationwide.

A list of these sites is given below along with addresses and telephone numbers.

Appalachia Education Laboratory
P.O. Box 1348
Charleston, WV 25325
304-347-0400

**Mission:** To improve education and educational opportunity for persons who live in the primarily nonurban areas of the seven-member state region.

Center for Educational Policy and Management
College of Education
University of Oregon
Eugene, OR 97403
503-686-5173

**Mission:** To improve the use of human resources in schools through research and development activities that bring together scholars, educational practitioners, and community leaders.

Center for Social Organization of Schools
Johns Hopkins University
3505 North Charles Street
Baltimore, MD 21218
301-366-3582

**Mission:** To produce useful knowledge of how changes in the social organization of schools can influence a broad range of student outcomes.

Center for the Study of Evaluation
UCLA Graduate School of Education
145 Moore Hall
Los Angeles, CA 90024
213-825-4711

**Mission:** To improve the quality of public education through systematic evaluation practices.

Far West Laboratory for Educational Research and Development
1855 Folsom Street
San Francisco, CA 94103
415-565-3000

**Mission:** To help children and adults obtain better learning opportunities as a result of research, development, dissemination, evalution, and technical assistance.

Institute for Research on Educational Finance and Governance
CERAS Building
School of Education
Stanford University
Stanford, CA 94305
415-497-1901

**Mission:** To play a national role in research related to the origins, implementation, and consequences of different educational finance and governance patterns in education.

Learning Research and Development Center
University of Pittsburgh
3939 O'Hara Street
Pittsburgh, PA 15260
412-624-4800

**Mission:** To contribute to an increased understanding of how learning occurs and how schooling influences learning.

Mid-Continent Regional Educational Laboratory
4709 Belleview Avenue
Kansas City, Missouri 64112
816-756-2401

Denver Office:
1800 Pontiac Avenue
Denver, CO 80220
303-399-9285

**Mission:** To increase the use of research-based practices that demonstratively improve student achievement and school efficiency.

National Center for Research in Vocational Education
Ohio State University
1960 Kenny Road
Columbus, OH 43210
614-486-3655
800-848-4815

**Mission:** To increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning, preparation, and progression.

The NETWORK, Inc.
290 South Main Street
Andover, MA 01810
617-470-1080

**Mission:** To provide support for school improvement efforts.

Northwest Regional Educational Laboratory
300 S.W. Sixth Avenue
Portland, OR 97204
503-248-6800

Alaska Office:
9342 Glacier Highway, Suite 14
Juneau, AK 99801
907-586-2722

**Mission:** To assist education, government, community agencies, business, and labor in improving quality and equality in educational programs and processes.

Research and Development Center for Teacher Education
Education Annex 3.203
The University of Texas at Austin
Austin, TX 78712
512-471-1343

**Mission:** The development of fuller understanding of teacher education and practical materials, programs, and processes designed to effect needed improvements.

Research for Better Schools
444 North Third Street
Philadelphia, PA 19123
215-574-9300

**Mission:** To help schools, school districts, and state education agencies in Delaware, New Jersey, and Pennsylvania use the results of educational research, development, and evaluation to improve their educational programs.

Southwest Educational Development Laboratory
211 East Seventh Street
Austin, TX 78701
512-476-6861

**Mission:** To promote quality learning in the region by conducting behavioral and social research, by engaging in educational development, and by applying service technologies to region-identified problems and needs.

SWRL Educational Research and Development
4665 Lampson Avenue
Los Alamitos, CA 90720
213-598-7661
714-821-7790

**Mission:** To develop fundamental, significant improvements in education; to conduct educational research in order to solve the problems; and to serve the needs of the public and private schools, colleges, and universities of Arizona, Southern California, and Southern Nevada.

Wisconsin Research and Development Center fo Individualized Schooling
University of Wisconsin
1025 West Johnson Street
Madison, WI 53706
608-263-4200

**Mission:** To understand and to help educators deal with diversity among students.

## Other Information and Material Centers

Next is presented an alphabetical listing of other information and material centers with brief descriptions of services and purpose when available. This listing was obtained from the following source:

Virginia Vocational Guidance Programs. *Resource Guide: Vocational Counseling for Adults.* Blacksburg, VA: Virginia Tech, 1982.

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The American College Testing Program
P. O. Box 168
Iowa City, IA 52240

**Services:** Consultation in the field; consultation at office; library collection; ERIC microfiche collection; ERIC index collection.

**Purpose:** Development and administration of guidance-oriented assessment programs, systems development, and administrative services for education and government agencies. Field staff in thirteen regional offices. Large document collection in education and psychology. Program, professional, and research publications.

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Appalachian Adult Education Center
U.P.O. 1353
Morehead State University
Morehead, KY 40351

**Services:** Consultation in the field; consultation at office; referral, library collection; data collection; ERIC microfiche collection; ERIC index collection.

**Purpose:** Services for adult educators and administrators. Appalachian data related to adult basic education demonstration and research activities.

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B'Nai B'Rith Career and Counseling Service
1640 Rhode Island Avenue, N.W.
Washington DC 20036

**Services:** Consultation in the field; consultation at office; referral; library collection; data collection.

**Purpose:** Collection of data on occupations, careers, and guidance. Small collection of books, pamphlets, and journals. Publications on opportunities for minorities and adult career education. Quarterly annotated bibliography on current literature on educational and vocational guidance.

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Career Development Center
University of Northern Colorado
Vocational Education Department
Greeley, CO 80631

**Services:** Consultation in the field; consultation at office; referral; library collection.

**Purpose:** Research in career education and vocational teacher education in Colorado; guidance, curriculum development, and information dissemination provided.

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Mid-Atlantic Center for Community Education
School of Education
Ruffner Hall
University of Virginia
Charlottesville, VA 22903

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National Adult Education Clearinghouse
Department of Adult Continuing Education
Montclair State College
Upper Montclair, NJ 07043

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National Career Information Center
American Personnel and Guidance Association
1607 New Hampshire Avenue, N.W.
Washington, DC 20009

**Purpose:** Purpose is to keep the practicing counselor fully informed about resources, tools, and techniques in career guidance. Newsletter and series of career resource bibliographies published monthly.

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National Center for Educational Brokering
1211 Connecticut Avenue, N.W.
Suite 400
Washington, DC 20036

**Purpose:** This organization provides information, inservice training, planning, and assistance through free monthly bulletins, bibliographies, and a consulting network. Contacts are maintained with over 200 information and counseling services.

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National Multimedia Center for Adult Education
Department of Adult Continuing Education
Montclair State College
Upper Montclair, NJ 07043

**Purpose:** This center acquires and assesses curricular instructional materials designed for adult basic and continuing education. Monthly abstracts are available by subscription.

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National Occupational Information Service
Patrick Henry Building
601 D Street, N.W.
Washington, DC 20213

**Services:** Consultation in the field; consultation at office; referral; library collection; data collection; ERIC microfiche collection; ERIC index collection.

**Purpose:** A division of the Department of Labor's Employment and Training Administration. Refers requests for occupational and labor market information to appropriate government agencies. Grantee programs served.

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Occupational Outlook Service
Bureau of Labor Statistics
U.S. Department of Labor
Washington, DC 20212

**Services:** Data collection.

**Purpose:** A number of bulletins, handbooks, periodicals, and leaflets on occupational outlook published through eight regional offices.

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Office of Manpower Studies
Purdue University
SCC-A
West Lafayette, IN 47907

**Services:** Consultation in the field; consultation at office.

**Purpose:** Research, data, and document collection in occupational trends, manpower requirements, training. Data on high school seniors from four classes of 750,000 each. Working on career education closed-circuit TV project for Indiana audiences. Publications.

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Project on Equal Education Rights (PEER)
Suite 800
1029 Vermont Avenue, N.W.
Washington, DC 20005

**Purpose:** PEER monitors and publicizes enforcement progress and problems as federal and local programs and schools implement Title IX.

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The Resource Center on Sex Roles in Education
National Foundation for the Improvement of Education
Room 701
1201 Sixteenth Street
Washington, DC 20036

**Purpose:** This organization has produced several publications dealing with the elimination of sex discrimination, sex bias, and sex stereotyping in education and publishes a newsletter, RESEARCH/ACTION NOTES, containing information on activities and resources relating to the alleviation of sexism in elementary-secondary education.

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## REFERENCES FOR ANNOTATION OF ASSESSMENT MATERIALS


Backer, Thomas E. *Client Assessment: A Manual for Employment and Training Agencies*. Los Angeles, CA: Edward Glaser and Associates, 1979.

Bhaerman, Robert D. *Testing in Employment and Training Programs: An Action Planning Guidebook*. Columbus: The National Center for Research in Vocational Education, The Ohio State University, 1981.

Kapes, Jerome T., and Mastie, Marjorie Moran, eds. *A Counselor's Guide to Vocational Guidance Instruments*. Falls Church, VA: American Personnel and Guidance Association, 1982.

Swirsky, Jessica, and Vandergoot, David. *A Handbook of Placement Resources*. Albertson, NY: Human Resources Center, 1980.